

VOLUME THREE

The possibility of including changes in budget procedure in the first stage of charter revision was discussed in the meeting in the mayor's office. This volume contains several alternatives as follows:

- A. Present Charter provisions as reorganized in Volume One.
- B. Charter provisions proposed by the Committee in its first annual report, as modified by the Board of Supervisors.
- C. Charter provisions contained in the Model City Charter prepared by the National Municipal League.
- D. Suggested minimum changes in present Charter provisions.

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A. PRESENT CHARTER PROVISIONS
AS REORGANIZED IN VOLUME ONE

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ARTICLE VI. THE BUDGET AND FISCAL ADMINISTRATION

CHAPTER ONE: FISCAL YEAR

6.100 Date of Commencement

The fiscal year for the city and county shall begin on the 1st day of July of each year.

CHAPTER TWO: THE BUDGET

6.200 Preparation and Submission of Budget Estimates

The budget estimate for every department and office of the city and county, whether under an elective or an appointive officer or a board or commission, and separately for each utility under the control of the public utilities commission, shall be filed by the executive of such department with, and shall be acted upon by, such board or commission. All budget estimates shall be compiled in such detail as shall be required on uniform blanks furnished by the controller. The public utilities commission and the board of education must hold public hearings on their respective budget proposals. Each such elective and appointive officer, board or commission shall, not later than the 1st day of February of each year, file with the controller for check as to form and completeness two copies of the budget estimate as approved.

The chief administrative officer shall obtain in ample time to pass thereon budget estimates from the heads of departments or offices subject to his control, and, after adjusting or revising the same, not later than the 1st day of February he shall transmit such budget estimates to the controller.

The controller shall check such estimates and shall upon his request, be furnished with any additional data or information. Not later than the 1st day of March of each year he shall consolidate such budget estimates and transmit the same to the mayor.

He shall at the same time transmit to the mayor a summary and recapitulation of such budget estimates, segregated by separate departments or offices and units thereof, or by purposes for non-departmental expenditures, and arrange according to classification of objects of expenditure, as required by the controller, to show the amount of proposed expenditures and estimated revenues in comparison with the current and previous fiscal year's expenditures and revenues.

MEMORANDUM FOR THE RECORD

DATE: 10/10/54

TO: Mr. Tolson

FROM: Mr. Clegg

SUBJECT: [Illegible]

Re [Illegible] letter to Mr. Tolson dated 10/7/54.

[Illegible text block]

[Illegible text block]

[Illegible text block]

He shall submit at the same time (1) statements showing revenues and other receipts, including the estimated unencumbered surplus in any item or fund at the beginning of the ensuing fiscal year, segregated according to specific or general purposes to which such revenues or receipts are legally applicable, for the last complete fiscal year and for the first six months of the current fiscal year, with estimates thereof for the last six months of the current fiscal year, together with estimates of such revenues and receipts for the ensuing fiscal year; (2) statements of the amounts required for interest on, and sinking fund or redemption of, each outstanding bond issue, and for tax judgments, and other fixed charges, together with estimates of interest required on bonds proposed to be sold during the ensuing fiscal year, and statements of the city's authorized debt, and judgments outstanding at the time the budget estimates are submitted.

6.201 Form of Budget Estimates

The classification of proposed expenditures included in budget estimates shall be uniform for all departments, offices, bureaus, divisions and branches. The estimates shall include or be accompanied by the following information:

(1) An itemized estimate of the total expense of conducting each department, bureau, division, office or board for the ensuing fiscal year, together with a separate schedule of the proposed work program.

(2) Statements of the expenditures by items for the last complete fiscal year, and for the first six months of the current fiscal year, together with an estimate of probable expenditures by items for the last six months of the current fiscal year.

(3) The reasons for proposed increases or decreases, as compared with the current fiscal year, in any items of the proposed estimate.

(4) A schedule of positions and compensations showing any increases or decreases requested in the number of positions or rates of pay.

(5) Such other information as the mayor or the chief administrative officer may deem desirable.

6.202 Preparation and Submission of Capital Improvement Program

Each officer, board and commission shall annually, on or before the first day of October, file with the department of city planning a schedule describing all capital improvement projects which are proposed for inclusion in the budget for the ensuing fiscal year, together with a schedule of all capital improvement projects which in the opinion of such officer, board or commission should be undertaken in the five succeeding years.

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The department of city planning shall prepare and submit to the mayor, the board of supervisors, the controller, and each officer, board, or commission concerned, on or before the 20th day of January, a report recommending a program of capital improvements based on the projects submitted.

The report shall state whether each of the proposed capital improvement projects conforms to the master plan, and if conflict exists, the report shall give the particulars of the differences between the proposed capital improvement projects and the master plan; provided, however, that if any such capital improvement project does so conflict, it shall be the duty of the department of city planning, prior to the submission of its related report, to confer with the officer, board, or commission concerned for the purpose of modifying either the project plan or the master plan in an endeavor to eliminate conflict as far as may be possible.

The report shall also include the recommendations of the department of city planning for additional capital improvement projects and for the advance planning and acquisition of land necessary for the development of all capital improvement projects.

Requests for supplemental appropriations for capital improvement projects, which projects have not been previously submitted to the department of city planning, shall be subject to all of the provisions herein contained except time, and the department of city planning shall report on each such proposal within thirty days from the date that each such proposal is filed with it.

The board of supervisors shall not appropriate any money for any capital improvement project which has not been referred to and reported on by the department of city planning in accordance with the provisions of this section.

The department of city planning shall report to the board of supervisors within the time limits herein established.

6.203 Powers and Duties of the Mayor

The mayor shall hold such public hearings on budget estimates as he may deem necessary and may increase, decrease or reject any item contained in the estimates, excepting that he shall not increase any amount nor add any new item for personal services, materials, supplies or contractual services, but may add to the requested appropriations for any public improvement or capital expenditure; but he shall add to requested appropriations for any public improvement or capital expenditure only after such items have first been referred to the department of city planning and a report has been rendered thereon regarding conformity with the master plan. It shall be the duty of the department of city planning to render its reports in writing within thirty days after said referral. Failure of the department of city planning to render any such report in such time shall be deemed equivalent to a report. The budget estimates of expenditures for any utility, within the estimated revenues of such utility, shall not be increased by the mayor.

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Not later than the 15th day of April in each year, the mayor shall transmit to the board of supervisors the consolidated budget estimates for all departments and offices of, and the proposed budget for, the city and county for the ensuing fiscal year, including a detailed estimate of all revenues of each department and an estimate of the amount required to meet bond interest, redemption and other fixed charges of the city and county, and the revenues applicable thereto. He shall, by message accompanying such proposed budget, comment upon the financial program incorporated therein, the important changes as compared with the previous budget, and bond issues, if any, as recommended by him.

The mayor shall submit to the board of supervisors, at the time that he submits said budget estimates and said proposed budget, a draft of the annual appropriation ordinance for the ensuing fiscal year, which shall be prepared by the controller. This shall be based on the proposed budget and shall be drafted to contain such

provisions and detail as to furnish an adequate basis for fiscal and accounting control by the controller of each revenue and expenditure appropriation item for the ensuing fiscal year.

6.204 Publication

Upon submission, shall be deemed to have been regularly introduced, and together with the proposed budget, shall be published as required for ordinances.

the proposed
annual appropriation
ordinance

The detail of the proposed budget to be published shall be as follows:

1. Total cost for conducting each department, bureau, office, board or commission for the ensuing fiscal year, segregated according to basic objects of expenditure for each.

2. A detail schedule of positions and compensations, showing any increases or decreases in any department or office.

3. A detail schedule of items for capital outlay.

4. The aforementioned consolidated estimates and schedules shall also include by items contained therein the following information:

(a) Expenditures for the last complete fiscal year.

(b) Estimated expenditures for the current fiscal year.

(c) Proposed increases or decreases as compared with the budget allowances for the current fiscal year.

The board of supervisors shall provide printed copies of the mayor's budget message and proposed budget thus prepared, including comparative expenditures and revenues for the current and preceding fiscal years and other information transmitted therewith, for official use and public demand as requested.

6.301 Powers and Duties of the Board of Supervisors

The board of supervisors shall fix the date or dates, not less than five days after publication as in section 6.302 provided, for consideration of and public hearings on the proposed budget and proposed appropriation ordinance.

The board of supervisors may decrease or reject any item contained in the proposed budget, but shall not increase any amount or add any new item for personal services or materials, supplies, or contracted services, for any department, unless requested in writing so to do by the mayor, on the recommendation of the chief administrative officer, board, commission or elective officer, in charge of such department.

The board of supervisors may increase or insert appropriations for capital expenditures and public improvements, but shall do so only after such items have first been referred to the department of city planning and a report has been rendered thereon regarding conformity with the master plan. It shall be the duty of the department of city planning to render its reports in writing within thirty days after said referral. Failure of the department of city planning to render any such report in such time shall be deemed equivalent to a report.

The budget estimates of expenditures for any utility, within the estimated revenues of such utility, shall not be increased by the board of supervisors.

In the event the public utilities commission and the mayor shall propose a budget for any utility which will exceed the estimated revenue of such utility, it shall require a vote of two-thirds of all members of the board of supervisors to approve

such budget estimate and to appropriate the funds necessary to provide for the deficiency.

Such budget of expenditures in excess of estimated revenues may be approved to provide for and include proposed expenditures for additions, betterments, extensions or other capital costs, in amount not to exceed three-quarters of one cent (\$.0075) on each one hundred dollars (\$100) valuation of property assessed in and subject to taxation by the city and county, provided that whenever tax support is required for additions, betterments, extensions or other capital costs the total provision for such purposes shall not exceed an amount equivalent to three-quarters of one cent (\$.0075) on each one hundred dollars (\$100) valuation of property subject to taxation by the city and county and provided further that proposed expenditures for additions, betterments, extensions or other capital costs in excess thereof shall require financing by authorization and sale of bonds. This section shall have precedence over section 6.407 of this charter and any other section deemed in conflict herewith.

After public hearing, and not earlier than the 15th day of May, nor later than the 1st day of June, the board shall adopt the proposed budget as submitted or as amended and shall pass the necessary appropriation ordinance. If the appropriation ordinance as submitted by the mayor is amended by the supervisors, the appropriation ordinance shall be readvertised prior to final reading or passage, in the manner required for ordinances.

6.206 Veto

Any item in an appropriation ordinance except for bond interest, redemption or other fixed charges, may be vetoed in whole or in part by the mayor within ten days of receipt by him from the clerk of the board of supervisors of the ordinance as passed by the board, and the board of supervisors shall act on such veto not later than the 20th day of June. any annual

6.207 Annual Salary Ordinance

The number and rates of compensation for all positions continued or created by the supervisors in adopting each annual budget, and each annual or supplemental appropriation ordinance, shall be established and enumerated in an ordinance continuing and creating positions in city and county departments and offices, and providing the rates of compensation therefor, which ordinance shall be passed or amended at the same time as the annual or supplemental appropriation ordinance is passed. Such ordinance shall be subdivided for each department or office and each organization subdivision thereof. The number of positions enumerated therein shall be segregated by classes according to the civil service classification of employments and the positions in any department or office under any such class shall not be listed individually or subdivided, except where necessary to show varying rates of pay for employments included in any such class. Rates of compensation enumerated shall be those established by salary standardization schedules, and shall not be listed for individuals or individual positions, except where the compensation of incumbents is higher than the rate fixed by salary standardization, which compensation shall not be reduced so long as the incumbents legally hold such positions. Notwithstanding the provisions of Section 2.300 of this charter with respect to amendment of sections of ordinances any change in the number of positions allowed for any department or office, and seniority or other compensation increases authorized as provided elsewhere in this charter for officers or employees, may be covered by amendment of the appropriate item or items of the ordinance herein referred to. The said ordinance shall constitute the legal basis for check by the civil service commission or the controller as to the legality of the creation of any position in the city and county service and the rate of compensation fixed therefor.

6.208 Tax Levy

On or before the 15th day of September of each year, the board of supervisors by ordinance shall levy a tax, the estimated proceeds of which, together with the total amount of receipts and revenues estimated to be received from all sources, will be sufficient to meet all appropriations made by the annual appropriation ordinance.

6.300 System of Appropriation Ordinance

Subject to the limitations of section 6.301, the several amounts of estimated revenue and proposed expenditures contained in the annual appropriation ordinance adopted by the board of supervisors shall be and become appropriated for the ensuing fiscal year to and for the several departments, bureaus, offices, utilities, boards or commissions, and for the purposes specified, through department heads, for which an expenditure appropriation has been made shall be authorized to use the money so appropriated for the purposes specified in the appropriation ordinance, and within the limits of the appropriation. The appropriation ordinance shall constitute the authority for the controller to set up the required revenue and expenditure accounts. Appropriation items for bond interest, bond redemption, fixed charges and other purposes not appropriated to a specific department shall be subject to the administration of and expenditure by the chief administrative officer for the respective purposes for which such appropriations are made.

6.301 Allotment

The several items of expenditure appropriated in each annual appropriation ordinance, being based on estimated receipts, income or revenues which may not be fully realized, it shall be incumbent upon the controller to establish a schedule of allotments, monthly or quarterly as he may determine, under which the sums appropriated to the several departments shall be expended. The controller shall revise such revenue estimates monthly. If such revised estimates indicate a shortage the controller shall hold in reserve an equivalent amount of the corresponding expenditure appropriations set forth in any said annual appropriation ordinance until the collection of the amount as originally estimated is assured, and in all cases where it is provided by this charter that a specified or minimum tax shall be levied for any department the amount of the appropriation in any annual appropriation ordinance derived from taxes shall not exceed the amount actually produced by the levy made for said department. The controller in issuing warrants or in certifying contracts or purchase orders or other encumbrances, pursuant to section 6.302 of this charter, shall consider only the allotted portions of appropriation items to be available for encumbrance or expenditure and shall not approve the incurring of liability under any allotment in excess of the amount of such allotment. In case of emergency or unusual circumstance which could not be anticipated at the time of apportionment, an additional allotment for a period may be made on the recommendation of the department head and that of the chief administrative officer, board or commission and the approval of the controller. After the allotment schedule has been established or fixed, as heretofore provided, it shall be unlawful for any department or officer to expend or cause to be expended a sum greater than the amount set forth for the particular activity in the said allotment schedule so established unless an additional allotment is made, as herein provided.

6.302

6.302 Encumbrances.

Accounts shall be kept by the controller showing the amount of each class or item of revenue as estimated and appropriated in the annual appropriation ordinance, and the amounts collected. Accounts shall also be kept by the controller of each expense appropriation item authorized by the board of supervisors. Every warrant on the treasury shall state specifically by title and number the appropriation item against which such warrant is drawn.

Each such revenue and expense account shall show in detail the amount of the appropriation or appropriations made therefor by the supervisors, the amount drawn thereon, the amount of encumbrance for purchase orders, contracts or other obligations theretofore certified by the controller as against it, and the unencumbered balance to the credit thereof. This balance shall be the "unencumbered balance" as this term is used in this charter.

No obligation involving the expenditure of money shall be incurred or authorized by any officer, employee, board or commission of the city and county unless the controller first certify that there is a valid appropriation from which the expenditure may be made, and that sufficient unencumbered funds are available in the treasury to the credit of such appropriation to pay the amount of such expenditure when it becomes due and payable.

Each such certification shall be immediately recorded by the controller. Each sum so recorded shall be an encumbrance for the purpose certified until such obligation is fulfilled, cancelled or discharged, or until the ordinance or resolution is repealed by the board of supervisors.

No money shall be drawn from the treasury of the city and county, nor shall any obligation for the expenditure of any money be incurred except in pursuance of appropriations or transfers made as herein provided.

The board of supervisors shall have power by ordinance to provide the periods when salaries and wages earned shall be paid, provided that until such an ordinance becomes effective, all wages and salaries earned shall be paid semi-monthly.

Upon the effective date of an ordinance adopted in accordance with this section the provisions relating to the payment of wages and salaries semi-monthly shall become inoperative as to employees referred to in said ordinance.

No salary or wage shall be paid in advance. It shall be official misconduct for any officer or employee to present or approve a claim for full-time or continuous personal service other than in the manner provided by this chapter.

All warrants shall be drawn by the controller, in payment of claims, prepared and signed by the responsible official, for services, supplies and other obligations against the city and county, supported by proper invoices, bills and other necessary data.

The controller shall audit such claims. If he finds the same to be correct and proper in all particulars, and clearly within the purposes for which the appropriation item to which it is charged was made, and that there is an adequate balance in such appropriation item to meet the payment, he shall draw and approve the warrant therefor.

If all or any portion of the claim is not correct, or if all proceedings required incidental to such payment have not been followed, the controller may approve such part of such claim as he shall find correct and draw the warrant therefor, or he may return the claim to the department concerned with his disapproval.

Prior to his drawing any warrant therefor, the controller may, in addition to any other inspection required by any other official, make such investigation and inspection as he deems necessary as to the quality, quantity and condition of services, material, supplies or equipment received by any officer or department for which payment is to be made by such warrant. If, in his opinion, any claim is not legal, he shall withhold approval of the same and

immediately return such claim, together with a statement of his action thereon and reason therefor, to the responsible official, or transmit the same to the mayor for instructions. No warrant shall be drawn in payment of a claim against a fund in which there is an insufficient unencumbered balance for the payment thereof. Such claims, if legal, shall be registered by the controller in the order of receipt by him, and shall be paid in such order as moneys to cover the same become available in the proper fund.

6.304 Payments in Advance of Revenues

The board of supervisors, by annual tax levy, may gradually build up the cash reserve fund authorized and created by the provisions of section 6.3 of this charter. Said fund shall be used exclusively (1) for the payment in any fiscal year of legally budgeted expenditures for such year in anticipation of the collection, after the close of such fiscal year, of legally collectible taxes and other revenues, as set forth in the budget and the appropriation ordinance for such fiscal year, and (2) for paying that portion of the authorized expenses of the city and county for any fiscal year, which, as certified to said board by the controller, becomes due and payable and must be paid prior to the receipt of tax payments for such fiscal year; provided, that such cash reserve fund shall not at any time exceed the estimated expenditures for the first five months of the then current fiscal year, less the amount of estimated revenues and receipts from sources other than tax rate revenues.

6.310

In the event that funds are not available in such a cash reserve fund to meet authorized expenditures of any fiscal year, the board of supervisors, on the recommendation of the controller and the mayor, and the written approval of the officer, board or commission responsible for the management and control of the fund from which it is proposed that the temporarily idle balances be transferred or loaned may, by ordinance, authorize the treasurer to make temporary transfers or loans for specified periods of idle unencumbered balances in any fund in his custody, except a pension fund, at not less than the then current rate of interest paid by the banks to the city and county on city and county funds deposited with such banks. Such approval by the officer, board or commission concerned shall specify that the amount proposed to be transferred or loaned from such fund will not be needed for the purpose of such fund prior to the date specified for its return. The fund from which such transfer or loan is made shall be charged or encumbered with the amount of such transfer or loan and such amount shall not be considered as available in such fund for any other appropriation or encumbrance for which any expenditures or payments must be made prior to the date on which the transfer or loan is repaid. Any transfer or loan made as herein authorized during the first half of any fiscal year shall be repaid prior to the 1st day of January of said year, and any transfer or loan made during the remaining one-half of said fiscal year shall

be repaid prior to the 15th day of May of said year. Such loans shall be secured by and repaid solely in anticipation of the collection of taxes levied or to be levied for the current fiscal year, and such loans shall constitute the first demand on and shall be repaid from the first tax collection for said current fiscal year; provided, however, that the anticipation loans and the hereinafter in this section authorized, shall constitute a prior lien on said taxes levied or to be levied or collected.

When funds shall be needed for the immediate requirements of the city and county in any fiscal year in accordance with appropriations made as authorized by this charter for such fiscal year, which payments may be made in advance of the receipt of income from such fiscal year, and when funds therefor cannot be made available as hereinafter in this section authorized, the board of supervisors on the recommendation of the controller and the approval of such recommendation by the mayor, shall have power to borrow money on notes or other evidences of indebtedness on behalf of the city and county. Said power shall be exercised by ordinance or ordinances authorizing the borrowing of said money and the execution of said notes or other evidences of indebtedness. The aggregate amount of such notes or other evidences of indebtedness outstanding and unpaid at any one time during any part of the fiscal year in which said borrowing is made shall not be in excess of 25 per cent of the estimated aggregate amount of all

taxes actually levied for such fiscal year. All such notes or other evidences of indebtedness shall be offered at public sale by the board of supervisors after not less than two days of advertising, not less than three days after the last day on which such advertising is published. Each such sale shall be made to the bidder offering the lowest rate of interest or whose bid represents the lowest net cost to the city and county; provided, however, that the rate of interest to be paid shall not exceed the sum of six (6) per centum per annum, and full authority is hereby given to said board of supervisors to fix, by resolution, the rate of interest on said notes or other evidences of indebtedness and the times and places where the principal sum of said notes or other evidences of indebtedness shall be paid. The principal amount of said notes or other evidences of indebtedness together with the interest thereon, issued and delivered under authority of this section shall be payable exclusively out of the taxes levied and collected by said city and county for the fiscal year during which the same are issued, and shall constitute a first lien and charge against the taxes collected during the half of the fiscal year in which said money shall be borrowed and shall be repaid from the first moneys received from said taxes; and the amount of taxes so levied and collected shall be applied to the payment of said notes or other evidences of indebtedness before any part thereof is used for any other purpose; provided, however, that taxes levied for the payment of principal of, or interest on, any bonded indebtedness of said city and county now outstanding or hereafter created shall be applied to the purpose for which such taxes were levied, unless the money borrowed by such notes or other evidences of indebtedness issued

against such tax levies is in fact applied to the payment of the principal and interest of such bonded indebtedness. If at the time said notes or other evidences of indebtedness, or any of them, become due and payable the funds in the city treasury available for the payment thereof shall be insufficient for the payment in full of all of said notes or other evidences of indebtedness then outstanding such funds shall be applied pro rata to the payment of the principal and interest of all of the notes or other evidences of indebtedness then issued and outstanding without preference or priority of any one note over any other by reason of prior issuance, or otherwise. Any of said notes or other evidences of indebtedness not paid prior to June 30 of the fiscal year during which

the same are issued shall, nevertheless, be paid out of moneys received from the taxes of the said fiscal year, irrespective of the date of the receipt thereof, it being the intent and purpose of this section to provide for the payment of all notes or other evidences of indebtedness issued under authority of this section out of the taxes levied for the fiscal year during which said notes or other evidences of indebtedness are issued irrespective of the actual date of the collection of said taxes.

The board of supervisors shall have full power and authority to provide for the form of all notes or other evidences of indebtedness issued by authority of this section, as well as to fix the time and place for the payment of both the principal amount of said notes or other evidences of indebtedness and the interest to become due thereon; provided that all notes or other evidences of indebtedness issued for money borrowed during the first half of any fiscal year shall be payable not later than December 31 of said year; and all notes or other evidences of indebtedness issued for money borrowed during the second half of any fiscal year shall be payable not later than May 15 of such year, it being the intent and purpose of this section that the borrowing of money under authority hereof shall be solely for the purpose of anticipating receipt of income. The mayor, in preparing the consolidated budget estimate as provided by this charter, shall include therein a separate amount sufficient to meet the interest to be paid on any moneys borrowed under authority of this section.

Upon written recommendation of the chief administrative officer, or board or commission for the use of which funds have been appropriated, and the approval of the mayor, the board of supervisors may transfer an unencumbered balance, or part thereof, of an appropriation made for the use of one department, to another. No such transfer shall be made of utility, bond, school, pension or trust funds, except by way of loans as in this charter provided. On request of a department head and approval by the chief administrative officer, board or commission, respectively, and on the authorization of the controller, funds appropriated for a specific purpose of such department which become surplus may be transferred and used for another specific purpose within the department; provided, however, that such surplus shall not be transferred to a capital improvement project unless such project shall have been previously approved in accordance with the provisions of sections 6.202, 6.203 or 6.205 of this charter. The controller shall prescribe the method to be used in making payments for inter-departmental services

6.306 Cash Reserve Fund and Supplemental Appropriations

Unused and unencumbered appropriations or unencumbered balances existing at the close of any fiscal year in revenue or expense appropriations of the city and county for any such fiscal year, including such balances in revenue and expense appropriations provided under the provisions of section 6.400 (2) of this charter for libraries, parks and squares, playgrounds and civil service in any such fiscal year, but exclusive of revenue or money required by law to be held in school, bond, bond interest, bond redemption, pension, trust, utility or other specific funds, or to be devoted exclusively to specified purposes other than annual appropriations, and together with revenues collected or accruing from any source during any such fiscal year, in excess of the estimated revenue from such source as shown by the annual budget and the appropriation ordinance for such fiscal year, shall be transferred by the controller, at the closing of such fiscal year, to a "cash reserve fund" which is hereby created and which may be used only in the manner authorized by section 6.304 of this charter; provided, however, that when the balance in said cash reserve fund shall equal ten (10) per centum of the current or the last preceding tax levy no such transfer shall be made by the controller except on the recommendation of said controller, the approval of the mayor and the authorization of the board of supervisors, by majority vote.

Such unused and unencumbered appropriations, balance and revenue collections in excess of revenue estimates, as hereinbefore in this section defined, when not transferred to the cash reserve fund as hereinbefore in this section required or authorized, shall be held as surplus.

Such surplus shall be taken into account as revenue of the ensuing fiscal year; provided, however, that any such surplus

created or existing in any fiscal year may be appropriated by the board of supervisors at the last meeting of such board in any month, by means of an ordinance designated as a supplemental appropriation ordinance, on the recommendation of the chief administrative officer, or any board, commission or elective officer, respectively, and the approval and submission by the mayor of a supplemental budget estimate or request, in the same manner and subject to the same conditions, except time, as provided in this charter for the submission and approval of the annual budget and the appropriation ordinance.

No ordinance or resolution for the expenditure of money, except the annual appropriation ordinance, shall be passed by the board of supervisors unless the controller first certify to such board that there is a sufficient unencumbered balance in a fund that may legally be used for such proposed expenditure, and that, in the judgment of the controller, revenues as anticipated in the appropriation ordinance for such fiscal year and properly applicable to meet such proposed expenditure will be available in the treasury in sufficient amount to meet the same as it becomes due.

6.307 Emergency Reserve Fund

The tax rate may be fixed by the board of supervisors so as to produce, by a specifically designated rate, as recommended by the mayor in any proposed annual budget and the appropriation ordinance therefor, an amount necessary for an emergency reserve fund, which fund is hereby created, for the purposes of meeting any emergency as defined in sections 2.301 or 3.100 of this charter. Appropriations from such emergency reserve fund shall be made only on the recommendation of the department head concerned, the approval of the chief administrative officer or the board or commission in charge of such department, the recommendation of the mayor to the board of supervisors that such appropriation be made, and the vote of three-fourths of the board of supervisors.

The balance in said emergency reserve fund at the end of any fiscal year shall be maintained and carried forward in said fund. The annual appropriation for said fund and the annual tax rate therefor shall not exceed one per centum of the amount of the levy required to meet all other expense appropriations unless and until the accumulated and unencumbered balance in said fund shall amount to a sum not to exceed three per centum of the tax levy required to meet all other expense appropriations in the then current fiscal year. The board of supervisors, on the recommendation of the mayor, may make appropriations to and may levy taxes for said emergency reserve fund in excess of said three per centum of the tax levy for all other purposes

6.308 Revolving Funds

The supervisors, on the recommendation of the mayor, in any proposed annual budget, may, in the approval of such budget and the annual appropriation ordinance therefor, establish departmental revolving funds to be used as petty cash funds for the purposes and to be subject to settlement with, and audited by, the controller at least monthly, as provided in section 3.103. The mayor shall recommend and the supervisors shall establish revolving funds designated in this charter as the special election fund and the purchaser's revolving fund, and they shall respectively recommend and establish such revolving funds as may be necessary to fulfill the operation of each utility and institution of the city and county.

6.309 Clearing House Representative

The board of supervisors, by ordinance, upon the recommendation of the mayor, the treasurer and the controller, may designate any bank qualified to be a depository under this charter to be the clearing house representative of the city and county, and the city and county may pay a reasonable fee for the service thereof. The necessary procedure shall be provided by ordinance.

6.310 Custody of Moneys and Securities

The supervisors shall by ordinance provide for the safe custody of all money and property in the possession or under the control of the treasurer. Pending the adoption of such ordinance, moneys and securities in possession of the treasurer shall be deposited in a joint custody safe with two combination locks, both of which must be unlocked to open the safe. The combination of one lock shall be known only to the treasurer and one deputy in his office selected by him, and the combination of the other shall be known only to the controller and such assistant in his office as shall be selected by him. The joint custody safe shall be opened only in the presence of the treasurer and either the controller or the assistant in his office having knowledge of the combination, or in the presence of the controller and either the treasurer or the assistant in his office having knowledge of the combination, and either the controller or the said assistant shall attend, at the request of the treasurer, to open the joint custody safe.

A complete record of moneys and securities on deposit in the joint custody safe shall be kept in a joint custody account and the record of any withdrawals shall be verified by the initials of the controller or his said assistant and the treasurer or his said assistant. Money required for current daily payments to be made from the treasury may be withdrawn from the joint custody safe and deposited in another safe, and the balance thereof shall be verified daily at the close of business hours by the treasurer and the controller.

6.311 Receipt, Deposit and Investment of Funds

Disbursement of all public or other funds in the custody of the treasurer, except reimbursement transfers between departments as provided in section 6.305, shall be made only on warrants drawn by the controller. All moneys and checks received by any officer or employee of the city and county for, or in connection with the business of, the city and county, shall be paid or delivered into the treasury not later than the next business day after its receipt, and shall be receipted for by the treasurer. Daily statements of such receipts and deposits shall be prepared and transmitted to the controller and the treasurer. All pension funds and securities shall be deposited with the treasurer.

The deposit of public funds shall be governed by state law enacted under authority of Article XI, Sections 16 and 16½ of the Constitution.

The treasurer shall not be responsible for any loss of public moneys resulting from a deposit thereof made in accordance with the provisions of this section. The treasurer shall be responsible for the safekeeping of all securities deposited by banks. The transfer of money for deposits shall be at the expense of the depository.

Funds received as gifts for a specific purpose, by donation, bequest, legacy or otherwise, and held in trust for the benefit of the city and county may, with the approval of the controller, be invested by the officer, board or commission charged with control and administration of such trust or funds in securities legal for savings banks.

All interest on moneys deposited shall accrue to the benefit of the city and county, except that interest derived from the deposit of any bond, utility, pension, trust or other fund created for a specific purpose shall accrue to such fund. Public money, other than that of the city and county, coming into the hands of the treasurer shall be kept as provided by law.

6.312 Invalidity of Improper Acts

sections 6.302,
6.306, and 6.31

All obligations incurred, all ordinances passed, and resolutions and orders adopted, contrary to the provision of sections 6.302, 6.306, and 6.31 shall be void and any claim or demand against the city and county based thereon shall be invalid.

6.313 Penalties

Every officer who shall approve, allow or pay any demand on the treasury not authorized by law, ordinance or this charter, shall be liable to the city and county individually and on his official bond for the amount of the demand so illegally approved, allowed or paid.

B. COUNTER PROPOSITIONS

(Modified in some respects to meet objections
raised at public hearings of House of Representatives
and by the Senate of Canada in its
Carter Review Committee report.)

and may be removed

3.240 Creation; Finance Director. (*new provisions*)

There shall be an office of finance headed by a director who shall be the chief finance officer for the city and county. The director shall be appointed by the mayor and shall be qualified to perform the functions and duties of the office.

3.241 Functions, Powers, and Duties. (*new provisions*)

The finance director shall have the following functions, powers, and duties:

(a) To advise the mayor and the chief administrative officer on the effective and efficient use of city and county revenues.

(b) To prepare and administer the budget as provided in article VI of this charter.

(c) To evaluate and recommend measures to improve the efficiency, economy, organization, and operation of all offices, agencies, and departments, and to develop and supervise unit cost, work control, and performance reporting procedures.

(d) To project available financial resources, analyze the tax structure, and recommend changes in revenue sources as appropriate.

(e) In cooperation with the planning director, to develop projections of capital improvement projects and operating programs for a number of years following each budget year and to recommend priorities among them.

(f) To establish, for each office, agency, or department, systems of accounting which conform to sound accounting principles, are readily susceptible to audit, and enable the controller to control encumbrances pursuant to section 6.302.

(g) To perform other functions and duties assigned by the mayor or by ordinance.

without regard
the civil servi
provisions of
this charter

2.103 Clerks; Other Employees. *(new provisions)*

(a) The board of supervisors shall appoint a clerk of the board, exempt from the civil service provisions of this charter, and shall fix his duties.

(b) The board may appoint legislative and administrative analysts, exempt from the civil service provisions of this charter, and may fix their duties.

(c) Each supervisor may appoint one legislative assistant, exempt from the civil service provisions of this charter, and may fix his duties. The assistant shall aid the supervisor in the performance of his official duties.

(d) All other employees of the board shall be subject to the civil service provisions of this charter. The board shall be the appointing officer for these employees but it may delegate these duties.

(e) In order to preserve the integrity and promote the efficiency of the public service, none of the employees appointed by the board or by a supervisor under subsections (a), (b), and (c) shall make, solicit, or receive a political contribution for a member of the board of supervisors, nor take any part in the management or conduct of any campaign for elective office by a member of the board of supervisors. Violation of these provisions shall be misfeasance and shall result in immediate forfeiture of the appointment.

NOTE: The circled provision was designed to permit the Board of Supervisors to appoint budget analysts and other professional committee staff.

Chapter One. Fiscal Year.

6.100 Date of Commencement. (*new provisions*)

Unless otherwise provided by ordinance, the fiscal year for the city and county shall begin on the first day of July of each year.

6.200 Nature and Content. (*new provisions*)

(a) The budget shall constitute a complete financial plan for all revenues and expenditures for the fiscal year following its adoption and shall conform to modern budgeting practices.

(b) The budget shall include:

(1) an estimate of all revenues, by source; an estimate of surplus funds to be carried over from the preceding year; and all proposed expenditures;

(2) the proposed capital and operating expenditures and proposed methods of financing those expenditures, for each program and each office, agency, and department, and an explanation of the proposed expenditures and of any change from the preceding year;

(3) information designed to aid the board of supervisors and residents of the city and county in evaluating the need for, and purposes, unit costs, and results of each program;

(4) a brief and simple summary of its contents; and

(5) any other information the mayor considers desirable or the board of supervisors requests.

6.201 Preparation and Submission. (*new provisions*)

(a) The finance director shall determine the form, information to be included in, and procedure for submission of budget proposals from city and county offices, agencies, and departments, shall analyze the budget proposals, and shall report his recommendations to the mayor.

(b) Not later than ninety days before the end of the fiscal year, or as otherwise provided by ordinance, the finance director shall transmit his proposed budget to the board of supervisors, with an accompanying message and proposed appropriation, salary, and revenue ordinances to carry out the proposed budget.

(c) Total expenditures proposed and estimated in the budget shall not exceed the total of revenues from the revenue sources recommended in the budget plus surplus funds estimated to be carried over from the preceding year.

estimated by the controller to be received

6.202 Budget Approval and Passage of Ordinances. (*new provisions*)

by the controller

(a) Copies of the mayor's budget messages and the proposed budget shall be available to the public, and the board of supervisors shall hold at least one public hearing on the proposed budget. The summary of the budget shall be published in the manner provided for ordinances.

(b) The board may add or delete programs, and increase or decrease amounts, in the proposed budget except that it may not decrease expenditures required by law or for debt service.

(c) The board shall adopt a budget and pass the necessary ordinances no sooner than fifteen days after introduction and no later than thirty days before the beginning of the fiscal year. The board may, by a vote of two-thirds of all members, resolve to postpone adoption of the budget and passage of the ordinances to a later date, in which event the amounts appropriated for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it prorated accordingly, until the budget is adopted.

The mayor shall hold one or more public hearings on the budget proposals and

3 23
by the
controller

(3) Appropriation Ordinance (General)

(1) Nothing in this section or section 6.204, appropriations shall be made in any one ordinance regarding to the following classes of expenditures, except that such expenditures not within an agency, and each separate administrative unit within an agency:

- (1) Personnel; and
- (2) Materials and supplies;
- (3) Contractual services;
- (4) Equipment;
- (5) Capital outlays;
- (6) Debt service; and

other classes recommended by the mayor and approved by the board of supervisors.

(6) Upon passage of the appropriation ordinance, officers, agencies, and departments shall be authorized to use the money appropriated for the general purposes of expenditures specified in the ordinance, subject to the allotment schedule or any other expenditure plan established by the board of supervisors. The administrative unit shall be administered by the chief administrative officer.

(Note: The bracketed portion of section 6.203 read as follows in the Committee Report:

(6) Debt service; and

(7) Additional classes recommended by the mayor in the proposed appropriation ordinance.

The reasons for providing some budget restriction through the appropriation ordinance were set out in the commentary to section 6.203 in the Committee Report as follows:

The classification of expenditures is one means of establishing the amount of control the legislative branch -- the board of supervisors -- retains over expenditures, and the degree of budgetary flexibility, within the dollar ceiling, the executive branch retains.

Classifications drawn very narrowly can destroy needed administrative flexibility and can result in very expensive bookkeeping operations. On the other hand, classifications drawn too broadly can result in a loss of essential control on spending.

The classifications contained in this section will strike a balance, giving adequate control on spending without unduly restricting budgetary flexibility. This is a classification widely accepted in the field of public finance.

The Chamber of Commerce objected to section 6.203 as it appeared in the Committee report because it committed the city to a line item budget.

However, the section was amended by the Legislative and Personnel Committee to provide more flexibility. Compare the language in the two versions of the section above; the key word is "or" in the amended version. This change would permit program budgeting (the Mayor and Board of Supervisors could agree on a single appropriation class for each program) but would not require it.)

6.201 Salary Ordinance (1977-1978)

The number and rates of compensation for all positions continued or created by the supervisors in adopting each annual budget, and each annual or supplemental appropriation ordinance, shall be established and enumerated in an ordinance continuing and creating positions in city and county departments and offices, and providing the rates of compensation therefor, which ordinance shall be passed or amended at the same time as the annual or supplemental appropriation ordinance is passed. Such ordinance shall be subdivided for each department or office and each organization subdivision thereof. The number of positions enumerated therein shall be segregated by classes according to the civil service classification of employments and the positions in any department or office under any such class shall not be listed individually or subdivided, except where necessary to show varying rates of pay for employments included in any such class. Rates of compensation enumerated shall be those established by salary standardization schedules, and shall not be listed for individuals or individual positions, except where the compensation of incumbents is higher than the rate fixed by salary standardization, which compensation shall not be reduced so long as the incumbents legally hold such positions. Notwithstanding the provisions of section 2.301 of this charter with respect to amendment of sections of ordinances, any change in the number of positions allowed for any department or office, and seniority or other compensation increases authorized as provided elsewhere in this charter for officers or employees, may be covered by amendment of the appropriate item or items of the ordinance herein referred to. The said ordinance shall constitute the legal basis for check by the civil service commission or the controller as to the legality of the creation of any position in the city and county service and the rate of compensation fixed therefor.

Chapter Three. Fiscal Administration.

6.300 Custody of Funds. *(new provisions)*

(a) All money and checks received by any officer or employee of the city and county for or in connection with the business of the city and county shall be paid or delivered into the treasury not later than the next business day after receipt. Daily statements of receipts and deposits shall be prepared and kept available to the public. All pension funds and securities shall be deposited with the treasurer.

(b) The board of supervisors shall by ordinance provide for the safe custody of all money and property in the possession or under the control of the treasurer.

6.301 Allotments. *(new provisions)*

controller
based on such
estimates
the finance
director

The controller shall revise revenue estimates periodically and shall establish an allotment schedule for each office, agency, or department so that the rate of spending does not exceed current estimates of revenue for the year. Only the allotted portions of appropriations shall be considered available for encumbrance or expenditure.

6.302 Encumbrance. *(new provisions)*

Except for obligations incurred or expenditures made in the exercise of the powers conferred by section 3.211 and obligations or expenditures chargeable against revolving funds established pursuant to section 6.305, no officer or employee shall incur an obligation for the expenditure of any money until the controller has certified that the proposed expenditure falls within an appropriation class to which funds have been appropriated and allotted, and that there is sufficient unencumbered balance to satisfy the obligation. The amount certified shall be an encumbrance against the account until the obligation is fulfilled or cancelled.

6.303 Disbursement. *(new provisions)*

Disbursement of funds shall be made either by warrant or by check. The controller shall draw all warrants and checks and shall audit claims for payment in accordance with sound auditing practice.

6.304 Disbursement in Advance of Revenues. *(new provisions)*

(a) Expenditures which must be made prior to receipt of anticipated revenues for the year may be paid out of the cash reserve fund, or by temporary transfers between funds, or out of receipts from tax anticipation notes.

(b) Taxes may be levied to produce the amount considered necessary for a cash reserve fund and year-end surplus may be appropriated to the fund. The fund may be used only to pay expenditures appropriated for the year which the finance director determines should, in the interest of efficient and effective administration, be incurred and paid before anticipated revenues for the year are received.

(c) If cash reserve funds are not sufficient, the board of supervisors may authorize temporary transfers of idle unencumbered balances in any fund, except a pension fund, to other expenditure accounts for periods not to exceed six months.

(d) If cash reserve funds are not sufficient, the city and county may borrow in anticipation of revenues, through tax anticipation bonds, in the manner and in the manner provided by statute.

6.305 Revolving Funds. (new provisions)

The board of supervisors may establish revolving funds and shall provide for their periodic settlement with, and audit by, the controller.

6.306 Transfers. (new provisions)

Unencumbered balances of appropriations may be transferred to other offices, agencies, and departments, to other programs, and to other classes of expenditure, to the extent authorized and in accordance with procedures established by the board of supervisors. Transfers of bond or trust funds shall be made only pursuant to section 6.304. No transfer to or from a project on which a report of the planning commission is required shall be made until the planning commission has had an opportunity to report on it. city

6.307 Supplemental Appropriations. (new provisions)

(a) Revenues collected or acquired from any source during the fiscal year in excess of the revenue estimated in the annual budget and appropriation ordinance may be appropriated by a supplemental appropriation ordinance.

(b) A supplemental appropriation ordinance shall not be passed unless the finance director certifies that, based on the current estimates of revenue, there will be sufficient funds to meet the expenditure when due.

6.308 Surplus Funds. (new provisions)

(a) Surplus funds consist of:

(1) The balance of any appropriation which remains unencumbered at the close of a fiscal year, except any portion which is required by law to be held in specific funds or to be used exclusively for a purpose other than annual appropriations, and

(2) Revenues accrued or collected from any source during a fiscal year which exceed the estimate of revenues and which have not been appropriated through supplemental appropriations.

(b) Surplus funds may be appropriated to the cash reserve fund or the emergency reserve fund, or treated as cash available to support appropriations for the next fiscal year.

6.309 Emergency Reserve Fund. (new provisions)

(a) There shall be an emergency reserve fund, to be used to meet any emergency as defined in section 2.201 of this charter. Any balance in the fund at the end of the fiscal year shall be carried forward in the fund.

(b) The mayor shall annually recommend to the board of supervisors the amount the fund should contain. The board may levy taxes to produce the amount it considers necessary for the fund.

(c) Appropriations from the fund shall be made only on the recommendation of the mayor and a three-fourths vote of all members of the board.

6.310 Invalidity of Improper Acts. (*new provisions*)

All obligations incurred, ordinances passed, and resolutions and orders adopted by a procedure which is not in substantial compliance with provisions of this article shall be void, and any claim or demand against the city and county based on them shall be invalid.

6.311 Penalties. (*new provisions*)

Every officer who knowingly or negligently presents, approves, allows, or pays any demand or claim against the city and county not authorized by law shall be guilty of official misconduct and shall be liable to the city and county for any amount paid, but no officer shall be liable for actions taken in reliance on a written opinion of the city attorney that the action taken is legal.

C. MODEL CITY CHARTER PROVISIONS

These sections are taken from the Model City Charter prepared by the National Municipal League. It is a model for a city manager form of government, adaptable to a mayor form. It was used as a guide in preparing the staff recommendations to the Committee.

ARTICLE V

FINANCIAL PROCEDURES

Section 5.01. Fiscal Year.

The fiscal year of the city shall begin on the first day of _____ and end on the last day of _____.

Section 5.02. Submission of Budget and Budget Message.

On or before the _____ day of _____ of each year, the mayor shall submit to the council a budget for the ensuing fiscal year and an accompanying message.

Section 5.03. Budget Message.

The mayor's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the city for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the city's debt position and include such other material as the manager deems desirable.

Section 5.04. Budget.

The budget shall provide a complete financial plan of all city funds and activities for the ensuing fiscal year and, except as required by law or this charter, shall be in such form as the mayor deems desirable or the _____ may require. In organizing the budget the mayor shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. It shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate sections:

board of
supervisors

(1) Proposed expenditures for current operations during the ensuing fiscal year, detailed by offices, departments and agencies in terms of their respective work programs, and the method of financing such expenditures;

(2) Proposed capital expenditures during the ensuing fiscal year, detailed by offices, departments and agencies when practicable, and the proposed method of financing each such capital expenditure; and

(3) Anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the city and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget.

The total of proposed expenditures shall not exceed the total of estimated income. **Board of Supervisors**

Section 5.05. Capital Program.

(a) *Submission to* The **city planning commission** shall prepare and submit to the **city planning commission** a five-year capital program at least three months prior to the final date for submission of the budget.

(b) *Contents.* The capital program shall include:

(1) A clear general summary of its contents;

(2) A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements; **board of supervisors**

(3) Cost estimates, method of financing and recommended time schedules for each such improvement; and

(4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

Section 5.06. **Board of Supervisors'** Action on Budget. **board of supervisors**

(a) *Notice and Hearing.* The **board of supervisors** shall publish in one or more newspapers of general circulation in the **city and county** the general summary of the budget and a notice stating:

(1) The times and places where copies of the message and budget are available for inspection by the public, and

(2) The time and place, not less than two weeks after such publication, for a public hearing on the budget.

(b) *Amendment Before Adoption.* After the public hearing, the **board of supervisors** may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income. **any**

(c) *Adoption.* The **board of supervisors** shall adopt the budget on or before the _____ day of the _____ month of the fiscal year currently ending. If it fails to adopt the budget by this date, the amounts appropriated for current operation for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it prorated accordingly, until such time as the **board** adopts a budget for the ensuing fiscal year.

Adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of _____ on the _____.

board of
supervisors

Section 5.07.

(Action on Capital Program)

(a) *Notice and Hearing.* The _____ shall publish in one or more newspapers of general circulation in the _____ the general summary of the capital program and a notice stating:

board of
supervisors

city and
county

(1) The times and places where copies of the capital program are available for inspection by the public, and

(2) The time and place, not less than two weeks after such publication, for a public hearing on the capital program.

(b) *Adoption.* The _____ by resolution shall adopt the capital program with or without amendment after the public hearing and on or before the _____ day of the _____ month of the current fiscal year.

board of
supervisors

Section 5.08. Public Records.

Copies of the budget and the capital program as adopted shall be public records and shall be made available to the public at suitable places in the city and county.

Section 5.09. Amendments After Adoption.

finance
director

(a) *Supplemental Appropriations.* If during the fiscal year the _____ certifies that there are available for appropriation revenues in excess of those estimated in the budget, the _____ by ordinance may make supplemental appropriations for the year up to the amount of such excess.

board of
supervisors

(b) *Emergency Appropriations.* To meet a public emergency affecting life, health, property or the public peace, the _____ may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of section _____. To the extent that there are no available unappropriated revenues to meet such appropriations, the _____ may by such emergency ordinance authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.

board of
supervisors

board of
supervisors

(c) *Reduction of Appropriations.* If at any time during the fiscal year it appears probable to the _____ that the revenues available will be insufficient to meet the amount appropriated, he shall report to the _____ without delay, indicating the estimated amount of the deficit, any remedial action taken by him and his recommendations as to any other steps to be taken. The _____ shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations.

controller

board

finance
director

(d) *Transfer of Appropriations.* At any time during the fiscal year the _____ may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency and, upon written request by the _____ the _____ may by ordinance transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.

board of
supervisors

mayor

(e) *Limitations; Effective Date.* No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

Section 5.10. Lapse of Appropriations.

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from or encumbrance of the appropriation.

Section 5.11. Administration of Budget.

(a) *Work Programs and Allotments.* At such time as the ~~finance~~ **director** shall specify, each department, office or agency shall submit work programs for the ensuing fiscal year showing the requested allotments of its appropriation by periods within the year. The ~~finance~~ **director** shall review and authorize such allotments with or without revision as early as possible in the fiscal year. He may revise such allotments during the year if he deems it desirable and shall revise them to accord with any supplemental, emergency, reduced or transferred appropriations made pursuant to section 5.09.

(b) *Payments and Obligations Prohibited.* No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the **controller** first certifies that there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this charter shall be void and any payment so made illegal; such action shall be cause for removal of any officer who knowingly authorized or made such payment or incurred such obligation, and he shall also be liable to the city for any amount so paid. However, except where prohibited by law, nothing in this charter shall be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is made or approved by ordinance. and county

D. SUGGESTED REVISIONS

TO THE CHARTER PROVISIONS

This Part D contains the present charter provisions on budget and fiscal administration with minimum changes, additions and deletions required to modify them. This Part could serve as a beginning framework for the Committee in its consideration of revision of the budget procedure.

Proposed new language is underlined and proposed deletions are shown with a line through them.

ARTICLE VI. THE PUBLIC AND FISCAL ADMINISTRATION

CHAPTER ONE: FISCAL YEAR

6.100 Date of Commencement

The fiscal year for the city and county shall begin on the 1st day of July of each year.

CHAPTER TWO: THE BUDGET

6.200 Preparation, and Submission of Budget Estimates and Form

The budget estimate for every department and office of the city and county, whether under an elective or an appointive officer or a board or commission, and separately for each utility under the control of the public utilities commission, shall be filed by the executive of such department with, and shall be acted upon by, such board or commission. ~~All budget estimates shall be compiled in such detail as shall be required on uniform blanks furnished by the controller. The public utilities commission and the board of education must hold public hearings on their respective budget proposals. Each such elective and appointive officer, board or commission shall, not later than the 1st day of February of each year, file with the controller for check as to form and completeness two copies of the budget estimate as approved.~~

The chief administrative officer shall obtain in ample time to pass thereon budget estimates from the heads of departments or offices subject to his control, and, after adjusting or revising the same, ~~not later than the 1st day of February~~ he shall transmit such budget estimates to the controller. ~~K~~

Signature
Director

~~The controller shall check such estimates and shall upon his request, be furnished with any additional data or information. Not later than the 1st day of March of each year he shall consolidate such budget estimates and transmit the same to the mayor.~~

~~He shall at the same time transmit to the mayor a summary and recapitulation of such budget estimates, segregated by separate departments or offices and units thereof, or by purposes for non-departmental expenditures, and arrange according to classification of objects of expenditure, as required by the controller, to show the amount of proposed expenditures and estimated revenues in comparison with the current and previous fiscal year's expenditures and revenues.~~

3 34

~~He shall submit at the same time (1) statements showing revenues and other receipts, including the estimated unencumbered surplus in any item or fund at the beginning of the ensuing fiscal year, segregated according to specific or general purposes to which such revenues or receipts are legally applicable, for the last complete fiscal year and for the first six months of the current fiscal year, with estimates thereof for the last six months of the current fiscal year, together with estimates of such revenues and receipts for the ensuing fiscal year; (2) statements of the amounts required for interest on, and sinking fund or redemption of, each outstanding bond issue and for tax judgments, and other fixed charges, together with estimates of interest required on bonds proposed to be sold during the ensuing fiscal year, and statements of the city's authorized debt and judgments outstanding at the time the budget estimates are submitted.~~

~~The finance director shall determine the form of information to be furnished in procedure and times for submission of budget proposals from city and county offices, agencies, and departments; shall analyze the budget proposals; and shall report his recommendations to the mayor.~~

~~6.201 Form of Budget Estimates~~

~~The classification of proposed expenditures included in budget estimates shall be uniform for all departments, offices, bureaus, divisions and branches. The estimates shall include or be accompanied by the following information:~~

~~(1) An itemized estimate of the total expense of conducting each department, bureau, division, office or board for the ensuing fiscal year, together with a separate schedule of the proposed work program.~~

~~(2) Statements of the expenditures by items for the last complete fiscal year, and for the first six months of the current fiscal year, together with an estimate of probable expenditures by items for the last six months of the current fiscal year.~~

~~(3) The reasons for proposed increases or decreases, as compared with the current fiscal year, in any items of the proposed estimate.~~

~~(4) A schedule of positions and compensations showing any increases or decreases requested in the number of positions or rates of pay.~~

~~(5) Such other information as the mayor or the chief administrative officer may deem desirable.~~

6.201 Form of Budget

(a) The budget shall constitute a complete financial plan for all revenues and expenditures for the fiscal year. Following its adoption it shall conform to uniform budgeting practices.

(b) The budget shall include:

(1) an estimate of all revenues, by source; an estimate of surplus funds to be carried over from the preceding year; and all proposed expenditures;

(2) the proposed capital and operating expenditures, and proposed methods of financing those expenditures, for each program and each office, agency, and department, and an explanation of the reasons for the proposed expenditures and of any change from prior levels of expenditures;

(3) information designed to aid the board of supervisors and residents of the city and county in evaluating the need for, and purposes, unit costs, and results of each program;

(4) a brief and simple summary of its contents; and

(5) any other information the mayor considers desirable or the board of supervisors requests.

6.202 Preparation and Submission of Capital Improvement Program

Each officer, board and commission shall annually, on or before the first day of October, file with the department of city planning a schedule describing all capital improvement projects which are proposed for inclusion in the budget for the ensuing fiscal year, together with a schedule of all capital improvement projects which in the opinion of such officer, board or commission should be undertaken in the five succeeding years.

The department of city planning shall prepare and submit to the mayor, the board of supervisors, the controller, and each officer, board, or commission concerned, on or before the 20th day of January, a report recommending a program of capital improvements based on the projects submitted.

The report shall state whether each of the proposed capital improvement projects conforms to the master plan, and if conflict exists, the report shall give the particulars of the differences between the proposed capital improvement projects and the master plan; provided, however, that if any such capital improvement project does so conflict, it shall be the duty of the department of city planning, prior to the submission of its related report, to confer with the officer, board, or commission concerned for the purpose of modifying either the project plan or the master plan in an endeavor to eliminate conflict or for as may be possible.

The report shall also include the recommendations of the department of city planning for additional capital improvement projects and for the advance planning and acquisition of land necessary for the development of all capital improvement projects.

Requests for supplemental appropriations for capital improvement projects, which projects have not been previously submitted to the department of city planning, shall be subject to all of the provisions herein contained except time, and the department of city planning shall report on each such proposal within thirty days from the date that each such proposal is filed with it.

The board of supervisors shall not appropriate any money for any capital improvement project which has not been referred to and reported on by the department of city planning in accordance with the provisions of this section.

The department of city planning shall report to the board of supervisors within the time limits herein established.

6.203 Powers and Duties of the Mayor

The mayor shall hold such public hearings on budget estimates as he may deem necessary and may increase, decrease or reject any item contained in the estimates, ~~excepting that he shall not increase any amount nor add any new item for personal services, materials, supplies or contractual services, but may add to the requested appropriations for any public improvement or capital expenditure, but he shall add to requested appropriations for any public improvement or capital expenditure only after such items have first been referred to the department of city planning and a report has been rendered thereon regarding conformity with the master plan. It shall be the duty of the department of city planning to render its reports in writing within thirty days after said referral. Failure of the department of city planning to render any such report in such time shall be deemed equivalent to a report. The budget estimates of expenditures for any utility, within the estimated revenues of such utility, shall not be increased by the mayor.~~

Not later than the 15th day of April in each year, the mayor shall transmit to the board of supervisors the consolidated budget estimates for all departments and offices of, and the proposed budget for, the city and county for the ensuing fiscal year, including a detailed estimate of all revenues of each department and an estimate of the amount required to meet bond interest, redemption and other fixed charges of the city and county, and the revenues applicable thereto. He shall, by message accompanying such proposed budget, comment upon the financial program incorporated therein, the important changes as compared with the previous budget, and bond issues, if any, as recommended by him.

The mayor shall submit to the board of supervisors, at the time that he submits said budget estimates and said proposed budget, a draft of the annual appropriation ordinance for the ensuing fiscal year, which shall be prepared by the controller. This shall be based on the proposed budget and shall be drafted to contain such

provisions and detail as to furnish an adequate basis for fiscal and accounting control by the controller of each revenue and expenditure appropriation item for the ensuing fiscal year.

6.204 Publication

for ordinances.

the proposed
annual appropriation
ordinance

The detail of the proposed budget to be published shall be as follows:

1. Total cost for conducting each department, bureau, office, board or commission for the ensuing fiscal year, segregated according to basic objects of expenditure for each.
2. A detail schedule of positions and compensations, showing any increases or decreases in any department or office.
3. A detail schedule of items for capital outlay.
4. The aforementioned consolidated estimates and schedules shall also include by items contained therein the following information:
 - (a) Expenditures for the last complete fiscal year.
 - (b) Estimated expenditures for the current fiscal year.
 - (c) Proposed increases or decreases as compared with the budget allowances for the current fiscal year.

The board of supervisors shall provide printed copies of the mayor's budget message and proposed budget thus prepared, including comparative expenditures and revenues for the current and preceding fiscal years and other information transmitted therewith, for official use and public demand as requested.

6.203 Powers and Duties of the Board of Supervisors

6.204

The board of supervisors shall fix the date or dates, not less than five days after publication as in section provided, for consideration of and public hearings on the proposed budget and proposed appropriation ordinance.

The board of supervisors may decrease or reject any item contained in the proposed budget or appropriation ordinance, or may increase or insert appropriations, but shall do so only after such items have first been referred to the department of city planning and a report has been rendered thereon regarding conformity with the master plan. It shall be the duty of the department of city planning to render its reports in writing within thirty days after said referral. Failure of the department of city planning to render any such report in such time shall be deemed equivalent to a report.

The board of supervisors may increase or insert appropriations for capital expenditures and public improvements, but shall do so only after such items have first been referred to the department of city planning and a report has been rendered thereon regarding conformity with the master plan. It shall be the duty of the department of city planning to render its reports in writing within thirty days after said referral. Failure of the department of city planning to render any such report in such time shall be deemed equivalent to a report.

The budget estimates of expenditures for any utility, within the estimated revenues of such utility, shall not be increased by the board of supervisors.

In the event the public utilities commission and the mayor shall propose a budget for any utility which will exceed the estimated revenue of such utility, it shall require a vote of two-thirds of all members of the board of supervisors to approve

such budget estimate and to appropriate the funds necessary to provide for the deficiency.

Such budget of expenditures in excess of estimated revenues may be approved to provide for and include proposed expenditures for additions, betterments, extensions or other capital costs, in amount not to exceed three-quarters of one cent (\$.0075) on each one hundred dollars (\$100) valuation of property assessed in and subject to taxation by the city and county, provided that whenever tax support is required for additions, betterments, extensions or other capital costs the total provision for such purposes shall not exceed an amount equivalent to three-quarters of one cent (\$.0075) on each one hundred dollars (\$100) valuation of property subject to taxation by the city and county and provided further that proposed expenditures for additions, betterments, extensions or other capital costs in excess thereof shall require financing by authorization and sale of bonds. This section shall have precedence over section 6.407 of this charter and any other section deemed in conflict herewith.

6.407

After public hearing, and not earlier than the 15th day of May, nor later than the 1st day of June, the board shall adopt the proposed budget as submitted or as amended and shall pass the necessary appropriation ordinance. If the appropriation ordinance as submitted by the mayor is amended by the supervisors, the appropriation ordinance shall be readvertised prior to final reading or in the manner required for ordinances.

the summary of the appropriation ordinance, as amended shall be published

6.206 Veto

Any item in such ^{an} appropriation ordinance except for bond interest, redemption or other fixed charges, may be vetoed in whole or in part by the mayor within ten days of receipt by him from the clerk of the board of supervisors of the ordinance as passed by the board, and the board of supervisors shall act on such veto not later than the 20th day of June.

6.207 Annual Salary Ordinance

The number and rates of compensation for all positions continued or created by the supervisors in adopting each annual budget, and each annual or supplemental appropriation ordinance, shall be established and enumerated in an ordinance continuing and creating positions in city and county departments and offices, and providing the rates of compensation therefor, which ordinance shall be passed or amended at the same time as the annual or supplemental appropriation ordinance is passed. Such ordinance shall be subdivided for each department or office and each organization subdivision thereof. The number of positions enumerated therein shall be segregated by classes according to the civil service classification of employments and the positions in any department or office under any such class shall not be listed individually or subdivided, except where necessary to show varying rates of pay for employments included in any such class. Rates of compensation enumerated shall be those established by salary standardization schedules, and shall not be listed for individuals or individual positions, except where the compensation of incumbents is higher than the rate fixed by salary standardization, which compensation shall not be reduced so long as the incumbents legally hold such positions. Notwithstanding the provisions of section of this charter with respect to amendment of sections of ordinances any change in the number of positions allowed for any department or office, and seniority or other compensation increases authorized as provided elsewhere in this charter for officers or employees, may be covered by amendment of the appropriate item or items of the ordinance herein referred to. The said ordinance shall constitute the legal basis for check by the civil service commission or the controller as to the legality of the creation of any position in the city and county service and the rate of compensation fixed therefor.

2,300

6.208 Tax Levy

On or before the 15th day of September of each year, the board of supervisors by ordinance shall levy a tax, the estimated proceeds of which, together with the total amount of receipts and revenues estimated to be received from all sources, will be sufficient to meet all appropriations made by the annual appropriation ordinance.

CHAPTER THREE: FISCAL ADMINISTRATION

6.300 Effect of Appropriation Ordinance of section

6.300

Subject to the restrictions,

the several amounts of estimated revenue and proposed expenditures contained in the annual appropriation ordinance as adopted by the board of supervisors shall be and become appropriated for the ensuing fiscal year to and for the several departments, bureaus, offices, utilities, boards or commissions, and for the purposes specified, and each department for which an expenditure appropriation has been made shall be authorized to use the money so

appropriated for the purposes specified in the appropriation ordinance, and within the limits of the appropriation. The appropriation ordinance shall constitute the authority for the controller to set up the required revenue and expenditure accounts. Appropriation items for bond interest, bond redemption, fixed charges and other purposes not appropriated to a specific department shall be subject to the administration of and expenditure by the chief administrative officer for the respective purposes for which such appropriations are made.

6.301 Allotments

finance
director

The several items of expenditure appropriated in each annual appropriation ordinance, being based on estimated receipts, income or revenues which may not be fully realized, it shall be incumbent upon the

to establish a schedule of allotments, monthly or quarterly as he may determine, under which the sums appropriated to the several departments shall be expended. The controller shall revise such revenue estimates monthly. If such revised estimates indicate a shortage the shall hold in reserve an equivalent amount of the corresponding expenditure appropriations set forth in any said annual appropriation ordinance until the collection of the amount as originally estimated is assured, and in all cases where it is provided by this charter that a specified or minimum tax shall be levied for any department the amount of the appropriation in any annual appropriation ordinance derived from taxes shall not exceed the amount actually produced by the levy made for said department. The controller in issuing warrants or in certifying contracts or purchase orders or other encumbrances, pursuant to section of this charter, shall consider only the allotted portions of appropriation items to be available for encumbrance or expenditure and shall not approve the incurring of liability under any allotment in excess of the amount of such allotment. In case of emergency or unusual circumstance which could not be anticipated at the time of apportionment, an additional allotment for a period may be made on the recommendation of the department head and that of the chief administrative officer, board or commission and the approval of the

finance director

6.302

finance
director

. After the allotment schedule has been established or fixed, as heretofore provided, it shall be unlawful for any department or officer to expend or cause to be expended a sum greater than the amount set forth for the particular activity in the said allotment schedule so established unless an additional allotment is made, as herein provided.

In ARTICLE TWO add the following section:

2.304 Chief Budget Analyst

The board of commissioners may appoint, exempt from the civil service provisions of this charter, a chief budget analyst.

In ARTICLE THREE add the following sections:

3.660 Creation; Finance Director

There shall be an office of finance headed by a director who shall be the chief finance officer for the city and county. The director shall be appointed and may be removed by the mayor without regard to the civil service provisions of this charter and shall be authorized to perform the functions and duties of the office.

3.661 Functions, Powers and Duties

The finance director shall have the following functions, powers, and duties:

(a) To advise the mayor and the chief administrative officer on the effective and efficient use of city and county revenues;

(b) To prepare and administer the budget as provided in Article VI of this charter.

(c) To evaluate and recommend measures to improve the efficiency, economy, organization, and operation of all offices, agencies, and departments, and to develop and administer unit cost, cost control, and performance reporting procedures.

(d) To project available financial resources, analyze the tax structure, and recommend changes in revenue sources as appropriate.

(e) In cooperation with the planning director, to develop projections of capital improvement projects and operating programs for a number of years following each budget year and to recommend priorities among them.

(f) To establish, for each office, agency, or department, systems of accounting which conform to sound accounting principles, are readily susceptible to audit, and enable the controller to control encumbrances pursuant to section 6.302.

(f) To perform other functions and duties assigned by the mayor or by ordinance.

4 1

VOLUME FOUR

This volume contains an analysis of the major arguments raised against Proposition "E" in ballot book arguments, in materials presented to the Board of Supervisors, and in newspaper editorials. It proposes compromises which might serve as a starting point for the Committee in rethinking its first year's work.

VOLUME FIVE

In the event the proposed treatment of the retirement provisions in Volume One proves unsatisfactory, (see the note preceding Chapter Five of Article 8 in Volume One) the sections in this volume could be used instead. These sections include all provisions of the existing charter except those which are obsolete. They are reorganized in accordance with the proposed Table of Contents in Proposition E. That same basic organization could be used except that section numbers should be changed to conform to the section numbers in Chapter Five of Article 8 of Volume One.

THE CITY AND COUNTY AND ITS POWERS

Name and Boundaries of City and County

SECTION 1. The City and County of San Francisco shall continue as a municipal corporation known by name as San Francisco. The boundaries of the municipal corporation are those set forth in the Political Code of California and as such may be extended as provided by law. 1.100

Powers of the City and County

SECTION 2. The City and County of San Francisco shall have perpetual succession; may appear, sue and defend in all courts and places in all matters and proceedings; may have and use a common seal and alter the same at pleasure; may, subject to the restrictions contained in this charter, purchase, receive, hold and enjoy, sell, lease and convey real and personal property; receive bequests, gifts and donations of all kinds of property in fee simple, or in trust for charitable and other purposes; and do all acts necessary to carry out the purposes of such gifts, bequests and donations, with power to manage, sell, lease or otherwise dispose of the same in accordance with the terms of the gift, bequest or trust. 1.101

All rights and titles to property, all rights and obligations under contracts or trusts, and all causes of action of any kind in any court or tribunal vested in the City and County of San Francisco or in any officer or employee thereof in his official capacity, at the time this charter becomes effective, as well as all liabilities in contract or tort and causes of action involving the same in so far as they affect the city and county or any officer or employee thereof in his official capacity which shall be outstanding, at the time this charter becomes effective, shall continue without abatement or modification by reason of any provision hereof. 1.100

All ordinances or resolutions in force at the time this charter takes effect and not inconsistent therewith shall continue in force until amended or repealed. All public improvements or other proceedings legally authorized under the charter superseded by this charter shall be carried to completion under previously existing laws or under this charter. The powers or duties vested in city and county officers, boards or commissions by law or under the charter superseded by this charter shall be exercised, continued and carried out by their successors or by other city and county 1.101

This appendix contains all sections of the present charter with reference in the margin indicating their disposition. The numbers in the margin refer to the new sections of the reorganized charter in Volume 100.

officers, boards or commissions, consistent with the provisions of this charter.

11/102 All functions of the city and county, and the powers and duties of officers and employees charged with the performance thereof, as these shall have been apportioned among departments and offices, and institutions, utilities, bureaus or other subdivisions thereof, as existing at the time this charter shall go into effect, shall continue to be the functions of such departments and offices and the powers and duties of officers and employees assigned thereto, except as in, or under authority of, this charter otherwise specifically provided. The legally authorized officers and employees of each of said departments and offices or subdivisions thereof shall continue as the officers and employees of said departments and offices or subdivisions thereof, subject to the conditions governing their respective appointments to such positions, and except as in this charter otherwise provided; and where part of the functions and duties of any department or office are, by this charter, transferred or placed in any other department or office, the persons performing such functions and duties, shall be transferred therewith. The compensations legally authorized for the several officers and employees shall be continued subject to the other provisions of this charter.

11/101 The city and county may make and enforce all laws, ordinances and regulations necessary, convenient or incidental to the exercise of all rights and powers in respect to its affairs, officers and employees, and shall have all rights and powers appropriate to a county, a city, and a city and county, subject only to the restrictions and limitations provided in this charter, including the power to acquire and construct plants, works, utilities, areas, highways and institutions outside the boundaries of the city and county, and maintenance and operation of the same, and the exercise of functions or maintenance of services outside the boundaries of the city and county, including the expenditure of funds therefor through any agency. The specification or enumeration in this charter of particular powers shall not be exclusive. The exercise of all rights and powers of the city and county when not prescribed in this charter shall be as provided by ordinance or resolution of the board of supervisors.

SECTION 3. Where a procedure for the exercising of any rights or powers belonging to a city, or a county, or a city and county is provided by statute of the State of California, said procedure shall control and be followed unless a different procedure is provided in, or by ordinance enacted under authority of, this charter.

1.102

ELECTIVE AND APPOINTIVE OFFICERS

City and County Officers

SECTION 4. The officers of the city and county shall be the officers elected by vote of the people, members of the board of education, members of boards and commissions appointed by the mayor, members of the juvenile probation and adult probation boards or committees, members of the board of law library trustees, the superintendent of schools, the clerk of the municipal court, the secretary and jury commissioner of the superior court, the executive appointed by each board or commission as the chief executive officer under such board or commission, the controller, the chief administrative officer, the head of each department under the chief administrative officer and the coroner, public administrator, county clerk, tax and license collector, recorder, registrar of voters, horticultural commissioner, scaler of weights and measures, and such other officers as may hereafter be provided by law or so designated by ordinance.

12/100
(1)

Elective Officers and Terms

SECTION 5. The mayor, the members of the board of supervisors, an assessor, a district attorney, a city attorney, a sheriff, a treasurer, a public defender, and municipal court judges shall be elected by the voters of the city and county. At the general municipal election in 1943, and at the general municipal election in every fourth year thereafter, there shall be elected a mayor, six supervisors, a district attorney and a sheriff, and at the general municipal election in 1945, and at the general municipal election in every fourth year thereafter, there shall be elected five supervisors, a city attorney, and a treasurer, and at the general election in 1942, and at the general election in every fourth year thereafter there shall be elected an assessor and a public defender. All of the aforesaid officials shall be elected for a term of four years from the commencement of their respective terms as herein specified. ~~The term of the assessor who shall hold office on the 8th day of January, 1943, shall expire at twelve o'clock noon on said date, and the person elected assessor at the general election in 1942 shall~~

2.100

12/100

~~eed to said office at twelve o'clock noon on said 8th day of January, 1943.~~

At the general municipal election in 1943, there shall be elected four municipal court judges to succeed those judges whose respective terms of office expire on the 8th day of January, 1944, and at the general municipal election in each sixth year after 1943 the successors to said four municipal court judges shall be elected, and at the general municipal election in 1945 there shall be elected four municipal court judges to succeed those judges whose respective terms of office expire on January 8, 1946, and at the general municipal election in each sixth year after 1945, the successors to said last mentioned judges shall be elected, and at the general municipal election in 1947, there shall be elected four municipal court judges to succeed those judges whose respective terms of office expire on the 8th day of January, 1948, and at the general municipal election in each sixth year after 1947, the successors to said last mentioned judges shall be elected. The term of each municipal court judge shall be six years from and after twelve o'clock noon on the 8th day of January following his election. All terms of office of elective officials shall begin at twelve o'clock noon on the 8th day of January following the date of their election.

Any appointive officer or employee of the city and county who shall become a candidate for election by the people to any public office shall automatically forfeit such city and county office or position.

No person elected as mayor or supervisor shall be eligible, for a period of one year after his last day of said service as mayor or supervisor, for appointment to any full time position carrying compensation in the city and county service.

Should this amendment not be approved by the Legislature of the State of California so that the office of assessor may be voted for at the general election to be held in November, 1943, as in this section provided, then in that event the term of the incumbent in the office of assessor at twelve o'clock noon on the 8th day of January, 1943, shall not expire at twelve o'clock noon on said date, but shall continue until the 8th day of January, 1944, and the office of assessor shall be filled at the general municipal election in 1943, for a three year term from said date, and said office of assessor shall again be filled at the general election in 1946

~~for a four year term from said date, and at the general election in each fourth year thereafter. [Amended, 1941]~~

SECTION 5.1. No person elected as mayor shall be eligible to serve, or serve, as such for more than two successive terms; but such service shall not disqualify any person for further service as mayor for any term or terms which are not successive, nor for any parts of terms which are not successive. [New section, 1953]

Absence from State, and Vacancies

SECTION 6. No officer of the city and county, except members of the police department acting under orders of the chief thereof, shall absent himself from the state, except by permission of the mayor and the board of supervisors. Violation of this section shall be sufficient cause for removal of any officer violating the same.

An office becomes vacant when the incumbent thereof dies, resigns, is adjudged insane, convicted of a crime involving moral turpitude, or of an offense involving a violation of his official duties, or is removed from office, or ceases to be a resident of the city and county, or neglects to qualify within the time prescribed by law, or within twenty days after his election or appointment, or shall have been absent from the state without leave for more than sixty consecutive days.

Qualifications of Officers and Employees

SECTION 7. No person shall be a candidate for any elective office, nor shall be appointed as a member of any board or commission unless he shall have been a resident of the city and county for a period of at least five years and an elector thereof for at least one year immediately prior to the time of his taking office, unless otherwise specifically provided in this charter, and every elected officer and member of any board or commission

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shall continue to be a resident of the city and county during incumbency of office, and upon ceasing to be such resident, shall be removed from office.

8.100 { Except for those offices and positions and officers and employees specifically provided for in this section and other sections of the charter, the residential qualifications and requirements for all officers and employees and all offices and positions in the city and county service shall be as provided by ordinance of the board of supervisors.

{ All officers and employees of the city and county shall be citizens of the United States. [Amended, 1933; 1951; 1952; 1958]

Bonds of Officers and Employees

8.101 { SECTION 8. Unless otherwise provided in this charter, such officers and employees as may be specified by ordinance, shall give bond in such amounts as may be required by the ordinance, provided that the minimum amount of the bond to be furnished by the controller be \$100,000; by the tax collector \$100,000; by the county clerk \$50,000, and by the public administrator \$50,000. The board of supervisors shall provide by ordinance the terms, form and conditions of all such bonds and for the filing thereof. The sureties on such bonds shall be such as specified by and approved in the manner provided by ordinance. The board of supervisors may, by ordinance, provide for group bonding of

officers and employees. The premiums on all official bonds shall be paid by the city and county. [Amended, 1946]

Powers Vested in Board of Supervisors

SECTION 9. The powers of the city and county, except the powers reserved to the people or delegated to other officials, boards or commissions by this charter, shall be vested in the board of supervisors and shall be exercised as provided in this charter. ~~The board of supervisors shall, ex officio, be the board of equalization for the city and county.~~ The supervisors shall determine the maximum number of each class of employment in each of the various departments and offices of the city and county and shall fix rates and schedules of compensation therefor in the manner provided in this charter. On the recommendation of the mayor and the chief administrative officer, the board of supervisors may create or abolish departments which are now or may hereafter be placed under the chief administrative officer or under commissions appointed by the mayor.

The board of supervisors may, by ordinance, confer on any officer, board or commission such other and additional powers as the board may deem advisable.

The board of supervisors, by ordinance, may provide medical care, hospitalization, compensation and such other benefits as the board may deem necessary for regularly authorized volunteer civilian defense workers suffering injury arising out of and in the course of their activities as such civilian defense workers.

To provide for the continuance or restoration of local government in the event of a disaster which renders unavailable a majority of its members, the board of supervisors shall have those powers that are conferred by the general law of the State of California pertaining to the preservation of local government, notwithstanding anything to the contrary contained in this charter. [Amended, 1943; 1956; 1961]

Number, Compensation and Meetings of Supervisors

SECTION 10. The board of supervisors shall consist of eleven members elected at large. Each member of the board shall be paid

a salary of ninety-six hundred dollars (\$9,600) per year, and each shall execute an official bond to the city and county in the sum of five thousand dollars (\$5,000).

At twelve o'clock noon on the 8th day of January next following their election, the newly elected and continuing members of the board of supervisors shall meet at the legislative chamber in the City Hall, and thereafter regular meetings shall be held as fixed by resolution. The supervisors constituting the new board shall, on January 8, 1932, and every second year thereafter, elect one of their number as president of the board for a two-year term. The president shall preside at all meetings, shall appoint all standing and special committees of the board and shall have such other powers and duties as the supervisors may provide.

The meetings of the board shall be held in the City Hall, provided that, in case of emergency, the board, by resolution, may designate some other appropriate place as its temporary meeting place. The board shall cause a calendar of the business scheduled for each meeting to be published and shall keep and publish a journal of its proceedings. Notice of any special meeting shall be published at least twenty-four hours in advance of such special meeting. [Amended, 1957; 1965]

Suspension and Removal

SECTION 11. Any elective officer, and any member of the civil service commission or public utilities commission or school board may be suspended by the mayor and removed by the board of supervisors for official misconduct, and the mayor shall appoint a qualified person to discharge the duties of the office during the period of suspension. On such suspension, the mayor shall immediately notify the supervisors thereof in writing and the cause therefor, and shall present written charges against such suspended officer to the board of supervisors at or prior to its next regular meeting following such suspension, and shall immediately furnish copy of same to such officer, who shall have the right to appear with counsel before the board in his defense. Hearing by the supervisors shall be held not less than five days after the filing of written charges. If the charges are deemed to be sustained by

not less than a three-fourths vote of all members of the board, the suspended officer shall be removed from office; if not so sustained, or if not acted on by the board of supervisors within thirty days after the filing of written charges, the suspended officer shall thereby be reinstated.

The mayor must immediately remove from office any elective official convicted of a crime involving moral turpitude, and failure of the mayor so to act shall constitute official misconduct on his part.

Any appointee of the mayor, exclusive of civil service, recreation and park, and public utilities commissioners, and members of the school board, may be removed by the mayor. Any nominee or appointee of the mayor whose appointment is subject to confirmation by the board of supervisors, except the chief administrative officer and the controller, as in this charter otherwise provided, may be removed by a majority of such board and with the concurrence of the mayor. In each case, written notice shall be given or transmitted to such appointee of such removal, the date of effectiveness thereof, and the reasons therefor, a copy of which notice shall be printed at length in the journal of proceedings of the board of supervisors, together with such reply in writing as such official may make. Any appointee of the mayor or the board of supervisors guilty of official misconduct or convicted of crime involving moral turpitude must be removed by the mayor or the board of supervisors, as the case may be, and failure of the mayor or any supervisor to take such action shall constitute official misconduct on his or their part. [Amended, 1935; 1949 (2). See Sec. 11, Art. VI of the Constitution]

LEGISLATIVE PROCEDURE

Clerk of the Board of Supervisors

SECTION 12. Subject to the civil service provisions of this charter the board of supervisors shall appoint a clerk, who shall be designated as clerk of the board of supervisors, ~~provided how-
ever that any person who has performed the duties of clerk of the
board of supervisors continuously for one year prior to the date
of approval of this amendment by the electorate and who on said
date shall be performing said duties shall be confirmed in said
position and thereafter shall hold the same pursuant to said civil
service provisions of this charter.~~ The clerk shall, ex-officio, be clerk of the board of equalization. The clerk shall have charge of the office and records of the board and its committees, and the personnel employed to handle the business, affairs and operation of the board, its committees and members when engaged in official duty. The clerk shall be the appointing officer for such personnel, subject to the civil service provisions of this charter. The clerk shall keep a journal of proceedings of the board and files of all ordinances and resolutions and properly index the same. He shall be responsible for the publication, as required by law, of ordinances, resolutions and other matters acted on by the board for which publication is specified. He shall have such other duties and responsibilities as the board shall prescribe. [Amended, 1948]

Action by Resolution or Ordinance

SECTION 13. Action by the board of supervisors shall be by ordinance or resolution in writing introduced by a member or by a committee of said board and passed or adopted by a majority of all the members of the board at each reading. Every legislative act shall be by ordinance. The enacting clause of all ordinances shall be, "Be it ordained by the people of the City and County of San Francisco." Every ordinance and resolution, except ordinances making appropriations, shall be confined to one subject which shall be clearly expressed in the title, and ordinances making annual or supplemental appropriations shall be confined to the subject of appropriations.

If any subject is embraced in an ordinance and is not expressed in the title thereof, the ordinance shall be void only as to so much thereof as is not expressed in the title. Any ordinance may be amended by an ordinance amending or repealing the particular sections thereof or adding sections thereto.

An ordinance shall be passed by the board of supervisors only after reference to and report thereon from committee, unless it be an ordinance prepared and reported out by committee, and after two readings and votes at separate meetings of the board, which meetings shall be at least five days apart; provided, however, that as to an emergency measure as defined in section 16, reference to committee or the readings and votes at separate meetings may be waived by a three-fourths vote of all members of the board. The existing or impending emergency as defined in such ordinance shall be declared by specific section in such emergency ordinance. The annual appropriation ordinance shall be passed only after two readings, not less than five days apart, and the second or final passage shall be not less than fifteen days after the introduction of each ordinance.

No ordinance granting a franchise shall be finally passed within ninety days of its introduction.

No resolution shall be adopted by the board of supervisors on the date of its introduction and without reference to committee, except by the unanimous consent of the supervisors present.

Except as otherwise provided in this charter, or by ordinance, notice of the title or the purport and subject matter of each proposed ordinance which is introduced and referred to committee shall be published within three days after its presentation to the board and a copy of such proposed ordinance shall be kept available for inspection in the office of the clerk of the board. All ordinances shall be published upon passage for second reading. Emergency ordinances shall be published immediately on passage. The term "published" as used in this charter shall mean publication in the official newspaper as required by charter. The official newspaper is hereby defined to be a daily newspaper of general circulation, published in the city and county and which has a bona fide daily circulation of at least 8,000 copies. Whenever the official newspaper is not able to publish or circulate for any reason, the board of supervisors shall designate by resolution a substitute newspaper or newspapers, until such time as the official newspaper resumes publication or circulation.

The vote on all ordinances and resolutions upon each reading shall be by ayes and noes. The vote by ayes and noes on all measures shall be recorded in the journal of the proceedings of the board. [Amended, 1935; 1953; 1968]

Waiver of Statutes of Limitation

SECTION 13.1. Any ordinance or resolution waiving, or authorizing the waiving, by the city and county of the benefit of any statute of limitation of a state, or of the United States, available to the city and county in any action or proceedings against it shall require for its passage a three-fourths vote of all members of the board of supervisors on each reading. [New section, 1949]

Approval by Mayor—Reconsideration and Veto

SECTION 14. Each proposed resolution or ordinance voted on by the supervisors and failing of passage and each ordinance or resolution adopted by the supervisors shall, within twenty-four hours of such action, be transmitted to the mayor by the clerk of the board, with appropriate notation of the action of the board thereon. Any resolution acted upon by the board of supervisors by unanimous consent of those present on the date of the introduction of such resolution and any ordinance adopted by the board as an emergency measure shall be acted upon by the mayor within three days after receipt thereof by him from the clerk of the board. All other ordinances or resolutions shall be acted upon by the mayor within ten days of such receipt.

The mayor shall either approve each resolution or ordinance adopted by the supervisors by signing and returning same to the clerk of the board within the time limit, or he shall disapprove and veto any resolution or ordinance, or veto or reduce any separate appropriation item therein and shall return each such resolution or ordinance to the clerk of the board with his written objections within the time limit. His failure to make such return shall constitute approval and such ordinance or resolution shall

2.302 take effect with the mayor's signed approval. The clerk of the board shall note such fact on the official copy of such resolution or ordinance. If any separate appropriation item in any resolution or ordinance is vetoed or reduced by the mayor as herein provided the remainder of any such ordinance or resolution may be approved by the mayor and, if not specifically approved by the mayor, shall take effect without such approval and shall be so noted by the clerk of the board.

2.303 The board of supervisors may reconsider any resolution or ordinance vetoed or disapproved, or any separate appropriation item vetoed or reduced by the mayor, and if, after such reconsideration, two-thirds of all the members of the board shall vote in favor of passage thereof, it shall become effective notwithstanding the mayor's veto. If a larger vote is required for the adoption of a measure by the provisions of this charter, such larger vote shall be required to overcome the veto of the mayor. The vote of reconsideration of each such vetoed resolution, ordinance or separate appropriation item therein shall be taken at the convenience of the board. If the ordinance, resolution or separate appropriation item is not passed over the mayor's veto within thirty days, the measure or item shall be lost.

2.302 In the event of any absence of the mayor for which he or the board of supervisors has failed to designate an acting mayor, no resolution or ordinance adopted by the board of supervisors shall take effect by reason of the failure of the mayor to approve, or disapprove, and return such resolution or ordinance within the time limits applicable thereto, and, in such case, the time periods or limitations as fixed by this section shall not start until an acting mayor is appointed by the mayor or elected by the supervisors, as in this charter provided, or the return of the mayor.

2.302 Any proposed resolution or ordinance voted on by the board of supervisors and failing of passage shall be reconsidered by the board on the written request of the mayor, stating his reasons therefor, filed with the clerk of the board by the mayor within ten days of the board's action on such resolution or ordinance. The board shall reconsider such measure at its convenience, but not later than thirty days after the filing of the mayor's request therefor.

Record, Publication and Effect of Ordinances and Resolutions

SECTION 15. All ordinances, after final passage or upon their becoming effective shall be certified by the clerk of the board and recorded in a book kept for that purpose, and resolutions adopted shall be certified and recorded in like manner. Except in case of an emergency measure passed and not previously published, and except as otherwise specified in this charter, publication of ordinances and resolutions in full shall not be required after final passage. Notice that an ordinance or resolution has passed or become final shall be published once within five days of such final passage. To amend an ordinance which has proceeded to second reading shall require publication of the ordinance as amended and proceeding de novo.

Emergency Measures and Effective Date of Ordinances

SECTION 16. No ordinance which is subject to the referendum provisions of this charter shall become effective until thirty days after its passage. Ordinances granting any public utility franchise or privilege shall not become effective until sixty days after their passage. Ordinances enacted by a three-fourths vote of all members of the board as an emergency measure as defined in this section and all other ordinances not subject to the referendum provisions of this charter shall become effective upon passage. No ordinance affecting franchises, grants, bond issues or the sale, lease or purchase of land shall ever be passed as an emergency measure, and the people by initiative or referendum ordinance may further restrict the matters that may be passed as emergency measures. Immediate necessary preservation of public peace, property, health or safety, provision for the uninterrupted operation of any city and county department or office or action required to comply with time limitations as established by law, shall be emergencies within the meaning hereof; provided, however, that such emergency shall actually exist and shall be specifically stated and defined in such ordinance, and shall be specifically voted on as provided in section 13 of this charter. [Amended, 1935; 1956]

Codification of Ordinances

2306 SECTION 17. Ordinances previously adopted and continuing in force may be codified or recodified or rearranged by ordinance. Any such ordinance shall supersede and repeal all general ordinances in effect prior thereto and shall be construed to be confined to a single subject.

Any such ordinance shall require publication only in bound or loose leaf book form, which shall constitute publication for all purposes. Any such publication shall contain certificates of the mayor, the clerk of the board of supervisors and the city attorney of the correctness of such codification and publication.

Any such ordinance shall be amended by an ordinance amending or repealing the particular sections thereof or adding sections thereto. For the purposes of any codification and the validity thereof, the procedure, effect, adoption or enactment and publication of any prior codification, including the enacting ordinance, amendments thereto, the contents of any such code, the certification and publication thereof and all other proceedings and matters in respect thereto, shall be deemed to be valid.

With any publication of the charter, there shall be included initiative ordinances and digests of reported court decisions relating to said charter and ordinances.

The board of supervisors shall have power to enforce by appropriate legislation the provisions of this section. [Amended, 1953]

GENERAL POWERS AND DUTIES OF BOARDS, COMMISSIONS, DEPARTMENT HEADS AND OFFICERS

Powers and Duties of County Officers

SECTION 18. Each county officer shall have all the powers conferred and shall discharge all the duties imposed by general laws upon said officer of a county or a city and county of this state, and shall have such other powers and duties as in this charter specifically provided. 3700

Powers and Duties of Boards and Commissions

SECTION 19. The board of supervisors and each board and commission appointed by the mayor, or otherwise provided by this charter, shall have powers and duties as follows: 2-101

(a) To prescribe reasonable rules and regulations not inconsistent with this charter for the conduct of its affairs, for the distribution and performance of its business, for the conduct and government of its officers and employees, and for the administration, custody and protection of property under its control and books, records and papers appertaining to its affairs. The board of supervisors, by ordinance, may provide that rules and regulations of any board or commission, or general orders of any department head issued by authority of any board or commission that are of general public concern shall be published or posted. 2-500

(b) To appoint one of its members as president to hold office for such term as each such board or commission by its rules or regulations, not inconsistent with this charter, may prescribe.

(c) To establish such standing or special committees as it shall deem necessary.

(d) To receive, on behalf of the city and county, gifts, devises and bequests for any purpose connected with or incidental to the department or affairs placed in its charge, and to administer, ex-

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cute and perform the terms and conditions of trusts or any gift, devise or bequest which may be accepted by vote of the people or by the board of supervisors for the benefit of such department or purpose, and to act as trustees, under any such trust, when so authorized to do by the board of supervisors. The title to all real and personal property now owned or hereafter acquired by gift, devise, bequest or otherwise, by and for the purposes of any board or commission shall vest in the city and county.

(e) To require such periodic or special reports of departmental operations, costs and expenditures under its control as may be necessary and, exclusive of the board of supervisors, to submit an annual report to the mayor.

(f) To hold meetings at regular fixed dates and at regular meeting places, which dates or places shall not be changed except as in the manner provided by section 10 for the meeting times and places of the board of supervisors. All such meetings shall be open to the public.

(g) To hold special meetings for the purposes and in the manner provided by the board of supervisors by ordinance, provided that no matter may be considered at any special meeting unless specifically designated in the notice calling such special meeting.

(h) To appoint a secretary, a superintendent, or other executive to be the administrative head of the affairs under its control, who, unless otherwise specifically provided, shall not be subject to the civil service provisions of this charter, and shall hold office at its pleasure.

(i) To require a bond or other security from each such executive officer and from any employee in such form as the board of supervisors may authorize and in such amount as the mayor, on the recommendation of the controller, may approve, the premiums on such bonds to be paid by the city and county.

A quorum for the transaction of official business shall consist of a majority of all the members of each board or commission, but a smaller number may adjourn from time to time and compel the attendance of absent members in the manner and subject to penalties to be provided by ordinance. A majority, two-thirds, three-fourths, or other vote specified by this charter for any board or commission shall mean a majority, two-thirds, three-fourths, or other vote of all the members of such board or commission. Each

board or commission shall keep a record of the proceedings at each meeting and a copy thereof shall be forwarded promptly to the mayor.

Powers and Duties of Department Heads

SECTION 20. Each elective officer in charge of an administrative office, the chief executive appointed by each board or commission, the controller, the chief administrative officer, and each department head appointed by the chief administrative officer shall have the powers and duties of a department head, except as otherwise specifically provided in this charter.

Each appointive department head shall be immediately responsible to the chief administrative officer or the board or commission, as the case may be, for the administration of his department, and shall file an annual report and make such other reports, estimates and recommendations at the time and in the manner required by law, or as required by the chief administrative officer, board or commission.

He shall act as the "appointing officer" under the civil service provisions of this charter for the appointing, disciplining and removal of such officers, assistants and employees as may be authorized. On the written recommendation of the department head concerned and the approval of the chief administrative officer, board or commission to whom such department head is responsible, the head of any utility, institution, bureau or other subdivision of such department may be designated as the "appointing officer" for such utility, institution, bureau or other subdivision. Non-civil service appointments and any temporary appointments in any department or subdivision thereof, and all removals therefrom shall be made by the department head or bureau head designated as the appointing officer only with the approval of the chief administrative officer or the board or commission in charge, as the case may be.

He shall issue or authorize all requisitions for the purchase of materials, supplies and equipment required by such department, provided that, on the written approval of the chief administrative

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officer or the board or commission in charge of any department, the head of any utility, institution, bureau or other subdivision of a department may likewise be vested with such power. Each department head or the head of a utility, institution, bureau or other subdivision of each department shall be responsible for the proper checking of all materials, supplies and equipment ordered for its purposes, and for the approval or disapproval of bills for claims rendered for such materials, supplies or equipment.

The head of any department, through the chief administrative officer or the board or commission in charge thereof shall recommend to the board of supervisors such ordinances as may be required to carry out the powers vested and the duties imposed, and to establish or readjust fees or charges for permits issued to or work performed for persons, firms or corporations when these are subject to his or its jurisdiction.

Each department head may suggest the creation of positions subject to the provisions of this charter, and may reduce the forces under his jurisdiction to conform to the needs of the work for which he is responsible, any other provisions of this charter to the contrary notwithstanding.

The mayor, the chief administrative officer, or the board or commission concerned, on the recommendation of any department head, or on his or its own motion, may combine or may transfer and redistribute among departments or offices under his or its authority, respectively, any function or duty assigned to or continued by this charter in any department.

Power of Hearing, Inquiry and Subpoena

SECTION 21. The mayor, the board of supervisors, the chief administrative officer, the controller, or any board or commission appointed by the mayor relative solely to the affairs under its control may require such periodic or special reports of departmental costs, operation and expenditures, examine the books, papers, records and accounts of, and inquire into matters affecting the conduct of any department or office of the city and county, and for that purpose may hold hearings, subpoena witnesses, administer oaths and compel the production of books, papers, testimony and other evidence. It shall be the duty of the chief of police to designate a police officer to serve subpoenas. Any person refusing to obey such subpoena and the other requirements hereof, or to produce such books, shall be deemed in contempt and subject to proceeding and penalties as provided by general law in such instances.

Non-interference in Administrative Affairs

SECTION 22. Except for the purpose of inquiry, the mayor and the board of supervisors shall deal with the administrative service for which the chief administrative officer is responsible, solely through such officer, and for administrative or other functions for which elective officials or boards or commissions are responsible, solely through the elective official, the board or commission or the chief executive officer of such board or commission concerned. Except for the purpose of inquiry, each board or commission, in its conduct of administrative affairs under its control, shall deal with such matters solely through its chief executive officer.

Neither the board of supervisors, nor its committees, nor any of its members shall dictate, suggest or interfere with appointments, promotions, compensations, disciplinary actions, contracts, requisitions for purchases or other administrative recommendations or actions of the chief administrative officer, or of department heads under the chief administrative officer, or under the respective boards and commissions. The board of supervisors, and each board or commission relative to the affairs of its own department, shall deal with administrative matters only in the manner provided by this charter, and any dictation, suggestion or interference herein

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2.401 prohibited on the part of any supervisor or member of a board or commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the power of hearing and inquiry as provided in this charter.

Administrative Code

11.102 SECTION 23. The powers and duties of the departments and offices which by this charter are established or continued as departments or offices under elective officers, boards or commissions or the chief administrative officer, as such powers and duties exist at the time this charter shall go into effect, shall be continued as powers and duties of each such department or office, except as otherwise provided in this charter.

2.307 The board of supervisors may enact and provide for the publication in printed form of an administrative code, which shall specify or detail the powers, duties, methods and procedure in the several departments and offices.

Cited in *Kennedy v. Ross* (1946) 28 Cal. (2d) 569, 170 Pac. (2d) 904.

Permits and Inspections

7.707 SECTION 24. The board of supervisors shall regulate by ordinance, the issuance and revocation of licenses and permits for the use of, obstruction of or encroachment on public streets and places, exclusive of the granting of franchises governed by other provisions of this charter; and for the operation of businesses or privileges which affect the health, fire-prevention, fire-fighting, crime, policing, welfare or zoning conditions of or in the city and county, and for such other matters as the board of supervisors may deem advisable.

6.402 Such ordinance shall fix the fees or licenses to be charged, which shall not be less than the cost to the city and county of regulation and inspection; provided, that in so far as the regulation and inspection of foodstuffs or articles of food for human consumption

are concerned, the fees or licenses to be charged for such regulation and inspection shall be as determined by the board of supervisors, but the same shall not exceed the cost of said regulation and inspection. Said ordinance shall also specify which department shall make the necessary investigations and inspections and issue or deny and may revoke the permits and licenses therefor. The chief of police in the performance of police duties shall have power to examine at any time the books and the premises of pawnbrokers, peddlers, junk and second-hand dealers, auctioneers and other businesses designated by the board of supervisors, and the tax collector shall have power to examine the books of any business for which a license is issued and a fee charged on the basis of the receipt of such business, and for these purposes such officials shall have the power of inquiry, investigation and subpoena, as provided by this charter.

Permits and licenses shall be issued by the departments as designated by ordinance, only after formal application for such permit or license. No such permit or license that is dependent on or affected by the zoning, set-back or other ordinances of the city and county administered by the city planning commission shall be issued except on the prior approval of the city planning commission. If any application for a permit or license is denied by the department authorized to issue same, the applicant may appeal to the board of permit appeals.

No license tax shall be imposed after June 30, 1973 on any seller or manufacturer of goods, wares or merchandise operating at a fixed place of business in the city and county, except such as require permits or licenses in accordance with or under authority of any local health, sanitary or other ordinance under the police power. [Amended, 1937; 1968]

POWERS AND DUTIES OF ELECTIVE OFFICERS

The Mayor

Uniform Sales and Use Taxes

6411 { SECTION 24.1. Notwithstanding any of the provisions or Section 24 or any other provisions of this charter, the board of supervisors shall have the power to enact an ordinance that will

§ 24.1

be in accordance with the provisions of Part 1.5 of Division 2 of the Revenue and Taxation Code of the State of California and any amendments thereto, insofar as said Part 1.5 of Division 2, as amended, provides for uniform local sales and use taxes, and it may enact such other ordinances and authorize the execution of such agreements as may be necessary or convenient to insure the imposition and collection of such taxes. [New section, 1959] 6411

SECTION 25. The mayor shall be the chief executive officer of the city and county upon whom process issued by authority of law shall be served. He shall be an elective officer and his compensation shall be fixed in accordance with the salary standardization provisions of this charter. He shall furnish an official bond in the sum of twenty-five thousand dollars (\$25,000). He shall appoint, and at his pleasure may remove, an executive secretary and one confidential secretary, and one stenographer. The board of supervisors may annually appropriate additional sums to be expended by the mayor for purposes and duties incidental to the administration of the office of mayor, which shall be subject to the provisions of this charter relative to appropriations and the payment of claims. He shall, at the first meeting of the board of supervisors in October of each year, communicate by message to the supervisors a general statement of the condition of the affairs of the city and county, and recommend the adoption of such measures as he may deem expedient and proper. 6411

The mayor shall be responsible for the enforcement of all laws relating to the municipality and for the review and submission of the annual executive budget; he shall supervise the administration of all departments under boards and commissions appointed by him; he shall receive and examine, without delay, all complaints relating to the administration of the affairs of the city and county, and immediately inform the complainant of findings and actions thereon; and he shall co-ordinate and enforce cooperation between all departments of the city and county. The mayor shall have the power to postpone final action on any franchise that may be passed by the supervisors until such proposed franchise shall have been voted on at the next election.

The mayor shall appoint such members of boards or commissions and other officers as provided by this charter. He shall appoint for the unexpired term of the office vacated, a qualified person to fill any vacancy occurring in any elective office.

The mayor shall have a seat but no vote in the board of supervisors and in any board or commission appointed by him, with the right to report on or discuss any matter before such board or commission concerning the departments or affairs in his charge.

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3.100 He shall have power to designate a member of the board of supervisors to act as mayor in his absence. Should he fail, neglect or refuse so to do, the supervisors shall elect one of their number to act as mayor during his absence. When a vacancy occurs in the office of mayor, it shall be filled for the unexpired portion of the term by the supervisors. In case of a disaster which causes the mayor to be absent or unavailable and the supervisors for any reason whatsoever are unable to elect one of their number to act as mayor or to fill any vacancy that might occur in the office of mayor, the following persons shall act as mayor in the order of succession hereinafter designated: (1) president of the board of supervisors, (2) chairman of the finance committee of the board of supervisors, (3) senior member of the board of supervisors, who is that member having the greatest number of years of service as a member of the board, and in the event that one or more members have equal seniority then by alphabetical order of surname among such members, and (4) chief administrative officer. Said person so designated shall act as mayor during such period of absence or unavailability of the mayor until such time as the supervisors can take appropriate action either to elect an acting mayor or to fill the vacancy as the case may be. Every person who has served as mayor of the city and county, so long as he remains a resident thereof, shall have a seat in the board of supervisors and may participate in its debates, but shall not be entitled to a vote or to compensation.

In case of a public emergency involving or threatening the lives, property or welfare of the citizens, or the property of the city and county, the mayor shall have the power, and it shall be his duty, to summon, organize and direct the forces of any department in the city and county in any needed service; to summon, marshal, deputize or otherwise employ other persons, or to do whatever else he may deem necessary for the purpose of meeting the emergency. The mayor may make such studies and surveys as he may deem advisable in anticipation of any such emergency. [Amended, 1948; 1961]

City Attorney

obsolete
SECTION 26. The city attorney shall be an elective officer and shall receive an annual salary of ten thousand dollars (\$10,000). He shall furnish an official bond in the sum of ten thousand dollars (\$10,000). He shall appoint and at his pleasure may remove, all assistants and employees in his office. He shall devote his entire time and attention to the duties of his office. He must, at the time of his election, be an elector of the city and county, qualified to practice in all the courts of this state, and he must have been so qualified for at least ten years next preceding his election. [Salary of city attorney now subject to Section 151.1.]

3.461 The city attorney must represent the city and county in all actions and proceedings in which it may be legally interested, or, for or against the city and county, or, any officer of the city and county in any action or proceeding, when directed so to do by the supervisors, except where a cause of action exists in favor of the city and county against said officer. Whenever any cause of action exists in favor of the city and county, the city attorney shall commence the same when within his knowledge or when directed so to do by the supervisors. He shall give his advice or opinion in writing to any officer, board or commission of the city and county when requested. Except as otherwise provided in this charter, he shall not settle or dismiss any litigation for or against the city and county, unless, upon his written recommendation, he is ordered so to do by ordinance.

The city attorney shall prepare, or approve as to form, all ordinances before they are enacted by the supervisors. He shall approve, by endorsement in writing, the form of all official or other bonds required by this charter or by ordinance before the same are submitted to the proper commission, board or office for final approval, and no such bonds shall be finally approved without such approval as to form by the city attorney. Except as otherwise in this charter provided, he shall prepare in writing the draft or form of all contracts before the same are executed on behalf of the city and county. He shall examine and approve the title of all real property to be acquired by the city and county.

He shall keep on file in his office copies of all written communications and opinions, also all papers, briefs and transcripts used

§ 26-26.1

in matters wherein he appears; and books of record and registers of all actions or proceedings in his charge in which the city and county or any officer or board thereof, is a party or is interested.

Attorney for Bureau of Delinquent Revenue Collection,
Tax Collector's Office

SECTION 26.1. The duties of the city attorney in connection with the bureau of delinquent revenue collection shall be transferred to and be performed by the attorney for said bureau who shall be subject to the civil service provisions of this charter, ~~and any person who has performed the duties of attorney for said bureau continuously for ten years immediately prior to the effective date of this amendment and who on said date shall be performing said duties, is hereby confirmed in said position and thereafter shall hold the same pursuant to said civil service provisions of this charter and shall be entitled to all the benefits and privileges thereof. [New section, 1948].~~

obsolete

Taxpayers' Suits

SECTION 27. In the event that a taxpayer of the city and county institute suit or other proceeding as provided by law against any officer, board or commission of the city and county in the name of said taxpayer on behalf of the city and county, if judgment be finally entered in his favor he shall be allowed his costs and also such reasonable compensation for attorney's fees as may be fixed by the court.

Cited in *Powell v. San Francisco* (1944) 62 Cal. App. (2d) 291, 144 Pac. (2d) 617.

Assessor

SECTION 28. The assessor shall be an elective officer and shall receive an annual salary of eight thousand dollars (\$8,000). He shall furnish an official bond in the sum of fifty thousand dollars (\$50,000). He shall appoint, and at his pleasure may remove, one chief assistant or deputy and one confidential secretary. [Salary of assessor now subject to Section 151.1.]

District Attorney

SECTION 29. The district attorney shall be an elective officer and shall receive an annual salary of eight thousand dollars (\$8,000). He shall furnish an official bond in the sum of ten thousand dollars (\$10,000). He must, at the time of his election, be qualified to practice in all the courts of this state and must have been so qualified for at least five years next preceding his election. He shall appoint, and at his pleasure may remove, all assistants and employees in his office. [Salary of district attorney now subject to Section 151.1.]

The district attorney, either in person or by his assistants, shall prosecute all criminal cases in the municipal and superior courts, draw all complaints, and issue warrants for the arrest of persons charged with crime who are to be prosecuted in such courts.

Any amount required by the district attorney from time to time from the district attorney's special fund shall be requisitioned by the district attorney, stating the general purpose for which required, whereupon the controller shall draw his warrant therefor and the claim be paid as provided for payment of other warrants by the treasurer. All such sums may be used by the district at-

3402 } torney solely as provided by general law and he shall file vouchers with the controller at the end of each fiscal year showing what disposition he has made of any moneys received by him from such fund and the particular purpose for which it was disbursed, provided that, if a criminal proceeding be pending or under investigation, vouchers for moneys disbursed in such proceeding or investigation, need not be filed until the trial of the criminal proceeding be ended or the investigation concluded. No portion of the fund shall be used for compensation or remuneration of full time assistants or employees.

Warrant and Bond Office

3402 } SECTION 30. There shall be a warrant and bond office. The district attorney shall appoint an assistant to have charge of the warrant and bond office to be designated warrant and bond deputy, and such additional assistants and clerks as may be provided by the budget and appropriation ordinances. No person shall be appointed warrant and bond deputy who is not at the time of his appointment qualified to practice law in all the courts of this state. The warrant and bond deputy shall keep his office open continuously night and day for the transaction of business; he shall draw and approve with his signature all complaints and warrants in criminal actions to be prosecuted in the municipal courts and any inferior court established by law in this city and county and possessing criminal jurisdiction; he shall have custody of all bail bonds and appeal bonds taken in such courts.

The warrant and bond deputy may issue bail bonds and appeal bonds and order the discharge from custody of the persons for whom such bonds are approved by a magistrate. He may fix cash bail in misdemeanor cases where arrests are made without warrants and may take cash bail in all cases arising in the municipal court and any inferior court established by law in this city and county and possessing criminal jurisdiction, and may order the discharge from custody of the persons for whom cash bail is deposited with him.

In the matter of fixing bail and ordering the release of prisoners the warrant and bond deputy shall be subject to the judges of the municipal court and the judges of any court in the city and county empowered by law to act as magistrates.

Treasurer

SECTION 31. The treasurer shall be an elective officer and shall receive a salary of eight thousand dollars (\$8,000) per year. He shall furnish an official bond in the sum of two hundred thousand dollars (\$200,000) He shall appoint, and at his pleasure may remove, one chief assistant. [Salary of treasurer now subject to Section 151.1.]

Sheriff

SECTION 32. The sheriff shall be an elective officer and shall receive a salary of eight thousand dollars (\$8,000) per year. Said salary shall be exclusive of the compensation received by him from the state for the delivery of prisoners to the state prisons,

3.404 and insane persons to the state asylums for the insane. He shall furnish an official bond in the sum of fifty thousand dollars (\$50,000). He shall appoint, and at his pleasure may remove, an attorney, one under-sheriff, and one confidential secretary. [*Salary of sheriff now subject to Section 151.1.*]

Public Defender

3.403 SECTION 33. The public defender shall be an elective officer and shall receive a salary of eight thousand dollars (\$8,000) per year. He shall furnish an official bond in the sum of ten thousand dollars (\$10,000). He must, at the time of his election, be qualified to practice in all the courts of this state and must have been so qualified for at least five years next preceeding his election. He shall appoint, and at his pleasure may remove, such assistants and employees in his office as may be provided by budget and appropriation ordinances. He shall immediately upon the request of a defendant who is financially unable to employ counsel, or upon order of the court, defend or give counsel or advice to any person charged with the commission of a crime. [*Salary of public defender now subject to Section 151.1.*]

Assistants and Employees in Elective Offices

3.406 SECTION 34. The elective officers of the city and county may appoint such assistants and employees as are authorized by the supervisors upon the recommendation of the mayor, in the annual budget and annual or supplemental appropriation ordinances, and may discipline and remove the same, subject to the civil service provisions of this charter except as otherwise specifically exempted by the provisions of this charter. Each assistant attorney in the offices of the city attorney, the district attorney and the public defender must, at the time of his appointment, be qualified to practice in all of the courts of the state. The salaries, wages and compensation of every kind and nature, except pensions and retirement allowances, for assistants and employees in such elective offices, shall be fixed as provided by the salary standardization provisions of this charter. [*Amended, 1967*]

Assistants and Employees in Offices of City Attorney, District Attorney and Public Defender

3.405 SECTION 34.1. Notwithstanding any other provisions of this charter, occupants of all positions in the office of city attorney and the public defender, except assistant attorneys in the office of the city attorney and the public defender, shall be subject to the civil service provisions of this charter, provided that all such occupants who were employed on January 16, 1967, and who have been continuously employed for one year immediately preceding such date or such military leave, shall be continued in their respective positions as if appointed thereto after examination and selection from a civil service list of eligible candidates, and thereafter shall be governed and be subject to the civil service provisions of this charter. Upon their return to service occupants who have been on military leave shall be appointed according to priority of seniority.

3.406 Notwithstanding any other provisions of this charter, occupants of all positions in the office of district attorney, except assistant attorneys, one confidential secretary and occupants of positions classified as senior investigator or investigator, shall be subject to the civil service provisions of this charter, provided that all such occupants of positions not so excepted who have been continuously employed for one year immediately preceding such date, shall be continued in their respective positions as if appointed thereto after examination and selection from a

~~a civil service list of eligibles, and thereafter shall be governed by and shall be subject to the civil service provisions of this charter. [New section, 1945; amended, 1949]~~

~~SECTION 34.2. Notwithstanding the provisions of section 34.1 of the charter and subject to the provisions of sections 20 and 34 of the charter governing the appointment and removal of non-civil service employees, and without competitive examination, the city attorney and the public defender may each appoint a confidential secretary who shall serve at his pleasure. ~~Such an appointment may be made to either of these positions; they must be created by action of the board of supervisors upon the recommendation of the mayor in the annual budget, and annual or supplemental appropriation ordinance. [New section, 1958]~~~~

DEPARTMENTS UNDER MAYOR

Police Department

SECTION 35. The police department shall consist of a police commission, a chief of police, a police force and such clerks and employees as shall be necessary and appointed pursuant to the provisions of this charter, and shall be under the management of a police commission consisting of three members, who shall be appointed by the mayor, and each of whom shall receive an annual compensation of twelve hundred dollars (\$1,200). The term of each commissioner shall be four years, commencing at twelve o'clock, noon, on the 15th day of January in the years 1945, 1946 and 1948, respectively. ~~The incumbents serving as members of the commission at the effective date of this amendment shall continue to hold their respective positions, subject to the provisions of the charter, for the remainder of the terms for which they have been respectively appointed.~~

~~The police commissioners shall be the successors in office of the police commissioners holding office in the city and county at the time this amendment shall become effective, and shall exercise the powers and duties thereof, except as in this charter otherwise provided. They shall have power to regulate traffic by means of police officers and the emergency use of temporary signs or devices.~~

The traffic bureau is hereby established under the jurisdiction of the chief of police. The bureau shall be in charge of a traffic director, who shall have powers and duties relating to street traffic, subject to laws relating thereto and to the police commission, as follows: (a) to regulate all street traffic by means of police officers and the emergency use of temporary signs or devices; (b) to promote traffic safety education and to receive and give prompt attention to complaints in relation to street traffic and to refer all complaints relating to or arising from street design or from traffic devices, or the absence thereof, to the department of public works; (c) to collect and compile traffic accident data, copies whereof shall be furnished to the department of public works; (d) to cooperate and advise for the best performance of these functions, with the department of public works, the public utilities commission, the fire department, the department of city planning, the board of supervisors and other

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3.533 { departments and agencies of the city and county and state as may be necessary; and (e) to review all proposed plans relating to street traffic control devices which are received from the department of public works and to make such recommendations to that department as may be deemed necessary for the proper regulation of street traffic within fifteen (15) days after receipt of said plans from the department of public works, pursuant to Section 107.1 of this charter.

The powers and duties of the traffic director hereinabove stated shall not modify to any extent the powers and duties of any department or office, but shall be, first for the purpose of assisting the police commission in its regulation of traffic, and, second, for the purpose of recommendation only; to other departments or offices upon matters within their jurisdiction, but affecting to any extent the regulation of traffic. [*Amended, 1937; 1943; 1949; 1959*]

3.532 { SECTION 35.1. The police commission shall appoint a chief of police who shall hold office at its pleasure. [*New section, 1943*]

obsolete { SECTION 35.2. All positions in the police department legally authorized shall be continued, and incumbents therein legally appointed thereto shall be continued as officers and employees of the department under the conditions governing their respective appointments and except as otherwise provided in this charter. [*New section, 1943*]

3.534 { SECTION 35.3. The chief of police may appoint members of the department holding ranks of police officer and sergeant to the rank of assistant inspector for performance of duty in the bureau of inspectors, the juvenile bureau, the accident investigation bureau, the bureau of special services, and the intelligence unit.

Assistant inspectors shall serve at the pleasure of the chief of police during their first year of service as assistant inspectors, and thereafter may only be removed and returned to their civil service rank in the manner provided herein for inspectors. An appointment as inspector or as assistant inspector shall not be subject to competitive examination. In case of vacancy in said rank of inspector in the bureau of inspectors, the appointment shall be made by the chief of police from among those holding the rank of assistant inspector who have actually served with the bureau of inspectors for at least two years prior to such appointment. The chief of police may appoint inspectors in the juvenile bureau, the accident investigation bureau, the bureau of special services, and the intelligence unit; such appointments shall be made from among those holding the rank of assistant inspector who have actually served in the bureau or unit in which the appointment is made for at least two (2) years prior to such appointment. The number of inspectors at any one time in the juvenile bureau, the accident investigation bureau, the bureau of special services, and the intelligence unit shall not be greater than a total of twenty-five (25) inspectors. *3.534*

The chief of police may detail from time to time members of the department for performance of duty, without change in rank, in the bureau of inspectors, the juvenile bureau, the accident investigation bureau, the bureau of special services and the intelligence unit.

Inspectors and assistant inspectors shall have the same rights as other members of the department to take competitive examinations from their respective civil service ranks. An inspector or assistant inspector guilty of any offense or violation of the rules and regulations of the police department shall be subject to punishment as provided in section 155 of this charter; provided, however, that in addition to the punishments set forth in section 155, an inspector may be demoted to his civil service rank for any offense or violation set forth in said section and after trial and hearing before the police commission as set forth therein. The chief of police, in addition to the inspectors above provided for, shall detail any member of the department to serve as inspector of school traffic patrols who shall have rank and pay of inspector, subject to the provisions of this section. [*New section, 1943; amended, 1948; 1957; 1963*]

SECTION 25.4. Subject to the provisions of section 20 of this charter governing the appointment and removal of non-civil service appointees, and without competitive examination, the chief of police shall have power to appoint a police surgeon; to designate a deputy chief of police, a department secretary, and a director, bureau of special services, from any rank in the department; to designate a director of traffic from among the members of the police department holding rank of lieutenant or higher; to designate a chief of inspectors from among the members of the department holding the rank of captain; to designate a director, bureau of criminal information, from among the members of the department having the rank of sergeant or higher; to designate from among the members of the department holding rank of lieutenant or higher, a captain of inspectors, who shall be administrative assistant to the chief of inspectors, a captain of traffic, and a director, bureau of personnel; and to designate a supervising captain of districts from among the members of the department holding the rank of captain. The department secretary or other suitable member of the department shall be assigned by the chief of police to serve also as secretary to the police commission without extra compensation. The chief of police shall assign a property clerk from among the members of the department, such assignment shall be made at the rank and pay of the member so assigned. 76

When any member of the department, detailed to any of the positions above mentioned, shall be removed from said detail or position, he shall be returned to his civil service rank and position, unless removed from the department pursuant to the provisions of section 155 of the charter. [New section, 1943; amended, 1949; 1959]

SECTION 35.5. The police department shall have hundred inhabitants thereof. The several ranks in the department shall be as follows: chief of police, deputy chief of police, director of traffic, chief of inspectors, supervising captain of districts, department secretary, captain of inspectors, captain of traffic, director of bureau of personnel, director of bureau of criminal information, captains, criminologist, lieutenants, director of bureau of special services, inspectors, sergeants, assistant inspectors, photographer, police

~~Section 35.5 1/2. Notwithstanding Section 155, the provision that the police force of the city and county shall not exceed one police officer for each line and one lieutenant thereof shall not be effective for any purpose.~~ § 35.5-35.5 1/2

surgeon, police officers, police patrol drivers and women protective officers. The compensation for these ranks shall be determined as provided in section 35.5.1 and section 35.5.2 of this charter.

In determining years of service necessary for a police officer, woman protective officer and police patrol driver to receive the annual compensation as provided for herein, service rendered prior to the effective date of this amendment shall be given full credit and allowed. *deleted - rights saved under 8.500*

The absence of any police officer, woman protective officer, or police patrol driver on military leave, as defined by section 153 of this charter, shall be reckoned a part of his service under the city and county, for the purpose of computing years of service in gaining added compensation as provided for herein. [New section, 1943; amended, 1946; 1947; 1948; 1949; 1951; 1958; 1963]

SECTION 35.5 1/2. (a) The word "member" or "members" as used in this section shall mean the members of the several ranks in the police department set forth in section 35.5 of this charter.

(b) The basic week of service for each member shall be forty hours and the annual compensation set forth in section 35.5 of this charter shall be based upon said basic week of service.

(c) Each member shall be entitled to at least two days off during each week, except as hereinafter provided.

(d) Whenever in the judgment of the police commission public interest or necessity requires the services of any member to serve in excess of the basic week of service during any week, the said police commission may authorize the chief of police to permit said service, and said member shall be compensated therefor or shall receive equivalent time credited to him in lieu thereof in accordance with this sub-section. For service performed in excess of the basic week, members shall be compensated on the basis of straight time in accordance with the ratio which said excess service bears to the basic week of service and the annual compensation provided therefor in section 35.5, or in lieu thereof equivalent time off duty with pay.

(e) Nothing contained in this section shall be deemed to interfere with a vacation, as provided for in section 151 of this charter, or the normal days off per week; provided, however, that when in the judgment of the police commission public interest or necessity

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requires the services of any member to serve on his vacation, or part thereof, or normal days off, the said commission may authorize the chief of police to permit said member to serve during said vacation, or part thereof, or normal days off, and he shall receive additional compensation for the period so served. Said additional compensation shall be computed on the basis of straight time in accordance with the ratio which said extra service performed bears to the basic week of service and the annual compensations provided therefor in section 35.5.8.

(f) Nothing in this section shall abridge or limit in any way the provisions of Section 301, Part I, of the San Francisco Municipal Code, approving rule 32 of the civil service commission, insofar as sick leave and disability leaves for members are concerned.

(g) Whenever in the judgment of the police commission the efficient performance of police duty requires that one or more members of the police department should report for roll call, orders, and assignments, prior to going on duty, the said commission may designate a period not to exceed fifteen minutes in any one day for said reporting, and the said periods of fifteen minutes need not be compensated for in money or in time off with pay.

(h) Notwithstanding the provisions of any of the foregoing sub-sections, the members of the police department shall be entitled to the days declared to be holidays for employees whose compensations are fixed on a monthly basis in the schedules of compensations adopted by the board of supervisors pursuant to the provisions of section 151 of the charter as additional days off with pay. Members required to perform police service in said department on said days shall be compensated on the basis of straight time as herein computed or shall be granted equivalent time off duty with pay in the judgment of the police commission.

(i) This section shall become effective on the first day of the month immediately following the date of ratification. [New section, 1944; amended, 1947; 1948; 1949]

SECTION 35.5.1. Not later than the 15th day of February of each year, the civil service commission shall survey and certify to the board of supervisors rates of compensation paid police officers or patrolmen employed in the respective police departments in all cities of 100,000 population or over in the State of California, based upon the latest federal decennial census.

Not later than the 1st day of April of each year, the board of supervisors shall have power, and it shall be its duty, by ordinance, to fix rates of compensation for the members of the police department whose annual compensations are set forth in section 35.5 of this charter and said rates shall be in lieu of said annual compensations and shall be effective on the 1st day of July next following.

The rates of compensation, fixed in said ordinance,

(a) for the fourth year of service and thereafter for police officers, police patrol drivers and women protective officers shall not exceed the highest rate of compensation paid police officers or patrolmen in regular service in the cities included in the certified report of the civil service commission;

(b) for the first, second and third year of service for police officers, police patrol drivers and women protective officers shall include the same amount of adjustment as that used in fixing the rates of compensation for the fourth year of service for the same class;

(c) for said members of the police department other than police officers, police patrol drivers and women protective officers shall include the same per cent of adjustment as that established by said ordinance for police officers in the fourth year of service; and

(d) shall be set at the dollar amount nearest the fractional amount which may result from percentage adjustment specified in this section, half dollars being taken to the next higher dollar amount.

The rates of compensation set forth in the budget estimates, the budget and the annual salary ordinance shall be those fixed by the board of supervisors as in this section provided and appropriations therefor shall be based thereon.

Not later than the 1st Monday of August of each year, the civil service commission shall survey and certify to the board of supervisors the rates of compensation paid police officers or patrolmen on the first day of August of that year in the cities hereinbefore referred to. The board of supervisors shall thereupon have the power by ordinance to revise all of the rates of compensation as in this section provided. Said revised rates shall be effective from the first day of July of the then current fiscal year.

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If the board of supervisors revises said rates of compensation, then it shall, not later than the 25th day of August of the then current fiscal year, have the power, and it shall be its duty, subject to the fiscal provisions of the charter, but without reference or amendment to the annual budget, to amend the annual salary ordinance and the annual appropriation ordinance to include the provisions necessary for paying the rates of compensation fixed by the board of supervisors as in this section provided for the then current fiscal year.

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(a) The expression "rates of compensation," as used in this section in relation to said survey, is hereby declared to apply only to a basic amount of wages, with included range scales, and does not include such working benefits as might be set up by any other city by way of holidays, vacations, other permitted absences of any type whatsoever, overtime, night or split shift, or pay for specialized services within a classification or rank, or other premium pay differentials of any type whatsoever. The foregoing enumeration is not exclusive, but it is the intent of this section that nothing other than a basic amount of wages, with included range scales, is to be included within the meaning of "rates of compensation."

Working benefits and premium pay differentials of any type shall be allowed or paid to members of the police department referred to herein only as is otherwise provided in this charter.

For all purposes of the retirement system, the expression "rates of compensation" as used in this section, shall mean "salary attached to the rank" as used in section 166 and, with the addition of fifteen dollars per month now provided in section 35.5.2 of the charter with respect to members assigned to two-wheel motorcycle traffic duty, shall also mean "compensation earnable" as used in section 168.1.1.

The term "police officers or patrolmen" as used in this section shall mean the persons employed in the police departments of said cities of 100,000 population or over or of the City and County of San Francisco, to perform substantially the duties being performed on the effective date of this section by police officers, police patrol drivers and women protective officers in the San Francisco Police Department. [New section, 1952; amended, 1968]

SECTION 35.5.2. Not later than the fifteenth day of February of each year the civil service commission shall survey, and certify to the board of supervisors, any additional rate of pay paid to members assigned to two-wheel motorcycle traffic duty in the respective police department of all cities of 100,000 population or over in the State of California, based upon the latest decennial census.

Not later than the first day of April of each year the board of supervisors shall have power, and it shall be its duty by ordinance to fix the additional rate of pay for the members of the police department who are assigned to two-wheel motorcycle traffic duty, at a rate of pay not to exceed the highest rate of compensation paid to members assigned to two-wheel motorcycle traffic duty in the cities included in the certified report of the civil service commission.

Not later than the 1st Monday of August of each year the civil service commission shall survey and certify to the board of supervisors any additional rate of pay to be paid to members assigned to two-wheel motorcycle traffic duty on the first day of August of that year in the cities hereinbefore referred to.

The board of supervisors shall thereupon have the power by ordinance to revise the additional rate of pay as in the section provided. Said revised rates shall be effective from the first day of July of the then current fiscal year.

If the board of supervisors revises said additional rate of pay then, it shall, not later than the 25th day of August of the then current fiscal year, have the power, and it shall be its duty, subject to the fiscal provisions of the charter, but without reference or amendment to the annual budget, to amend the annual salary ordinance and the annual appropriation ordinance to include the provisions necessary for paying the additional rate of pay for members assigned to two-wheel motorcycle traffic duty fixed by the board of supervisors as in this section provided for the then current fiscal year.

Said additional rate of pay shall be in addition to the rate of compensation provided for in section 35.5.1 of this charter.

In no event shall the additional rate so fixed be less than \$15.00 per month. [New section, 1958; amended, 1968]

SECTION 35.5.3. Notwithstanding the provisions of section 35.5.1 or of any other provisions of this charter, the basic rate of compensation for the rank of lieutenant in the police department established under the provisions of section 35.5.1 for the fiscal year 1962-1963 shall be increased by six per cent (6%) and the resulting figure adjusted to the nearest dollar.

The provisions of this section shall be effective on the first day of the month immediately following the date of ratification of this amendment by the State Legislature and the adjusted basic rate of compensation for lieutenant computed as above provided shall be effective on that date and shall be paid for the remainder of the 1962-1963 fiscal year.

For the fiscal year 1963-1964 and subsequent fiscal years the basic rate of compensation for lieutenant shall be fixed in accordance with the provisions of section 35.5.1 of the charter.

The board of supervisors shall have the power, and it shall be its duty, without reference or amendment to the annual budget, to amend the annual appropriation ordinance and the annual salary ordinance for the fiscal year 1962-1963 to include the provisions necessary for paying the adjusted basic rate of compensation for the rank of lieutenant herein provided. [New section, 1962]

SECTION 35.5.4. Notwithstanding the provisions of section 35.5.1 or of any other provisions of this charter, and effective on the first day of the month immediately following the date of ratification of this amendment by the state legislature, the monthly rate of compensation for the rank of assistant inspector in the police department for the balance of the fiscal year 1962-1963 shall be \$697.00.

For the fiscal year 1963-1964, and subsequent fiscal years, the rate of compensation for assistant inspector shall be fixed in accordance with the provisions of section 35.5.1 of the charter.

The board of supervisors shall have the power, and it shall be its duty, without reference or amendment to the annual budget, to amend the annual appropriation ordinance and the annual

salary ordinance for the fiscal year 1962-1963 to include the provisions necessary for paying the rate of compensation for the rank of assistant inspector herein provided.

Provided, however, if any member of the department appointed as an assistant inspector is a sergeant at the time of the appointment or is appointed a sergeant thereafter, he shall receive the rate of compensation attached to the rank of sergeant. [New section, 1963]

SECTION 35.6. The chief of police may refuse to issue any permit that is subject to police department investigation and issuance, if it shall appear that the character of the business or the applicant requesting such permit does not warrant the issuance thereof, or he may revoke any such permit if it shall appear that the business or calling of the person to whom it was granted is conducted in a disorderly or improper manner, or that the place in which the business is conducted or maintained is not a proper or suitable place in which to conduct or maintain such business or calling. [New section, 1943]

SECTION 35.7. In the suppression of any riot, public tumult, disturbance of the public peace or organized resistance against the laws or public authority, the chief of police, in the lawful exercise of his functions, shall have all the powers that are now or that may be conferred on the sheriff by the laws of this state. [New section, 1943]

Chief of Police Contingent Fund

SECTION 35.8. The board of supervisors shall have the power to appropriate to the police department an amount not to exceed in any one fiscal year the sum of \$25,000 to be known as the con-

3.539 { contingent fund of the chief of police. The chief of police may from time to time, disburse such sums from such fund as in his judgment shall be for the best interests of the city and county in the investigation and detection of crime, and the police commission shall allow and order paid out of such contingent fund, upon orders signed by the chief of police, such amounts as may be required. [Amended, 1957]

Chief of Police Narcotic Fund

3.539 { SECTION 35.8.1. The board of supervisors shall have the power to appropriate to the police department an amount not to exceed in any one fiscal year the sum of \$25,000 to be known as the narcotic fund of the chief of police. The chief of police may from time to time, disburse such sums from such fund as in his judgment shall be for the best interests of the city and county in the enforcement of the narcotic laws, and the police commission shall allow and order paid out of such narcotic fund, upon orders signed by the chief of police, such amounts as may be required. [New section, 1959]

3.535 { SECTION 35.9. At his discretion or upon the petition of any person, firm or corporation, the chief of police may appoint, and at his pleasure remove special police officers. Such officers shall be subject to all the rules and regulations of the department. [New section, 1934]

3.535 { SECTION 35.10. The police commission may appoint patrol special officers and for cause may suspend or dismiss said patrol special police officers after a hearing on charges duly filed with the commission and after a fair and impartial trial. Each patrol special police officer shall be at the time of his appointment not less than twenty-one years of age nor more than forty years of age and must possess such physical qualifications as may be required by the commission. Age qualifications shall not apply to present patrol special police officers acting as such at the time of the effective

3.535 { tive date of this amendment nor to their reappointment. Patrol special police officers who are designated by the police commission as the owners of a certain beat or territory as may be fixed from time to time by said commission or the legal heirs or representatives of said owners, may dispose of their interest in said beat or territory to a person of good moral character, approved by the police commission and eligible for appointment as a patrol special police officer. [New section, 1943]

A patrol special police officer appointed pursuant to this section is an employee of San Francisco within § 172. *San Francisco v. Industrial Acc. Comm.* (O'Con.) (1947) 12 C. Comp. Cas. 207; *San Francisco v. Industrial Acc. Com.* (Pate) (1947) 12 C. Comp. Cas. 111.

3.540 { SECTION 35.11. On the recommendation of the chief of police, the commission may reward any member of the department for heroic or meritorious conduct. The form or amount of said reward to be discretionary with the commission, but not to exceed one month's salary in any one instance. [New section, 1943]

3.537 { SECTION 35.12. The chief of police shall have the power, by regulation, to provide for the care and restitution of property that may come into possession of any officer or employee thereof, and the sale at public auction of all such unclaimed property, as well as the disposition of such property as shall consist of weapons or articles used or that may be used in the commission of crime, or the sale or disposition of which is prohibited by law. [New section, 1943]

~~SECTION 35.13. This amendment shall become effective when the joint legislative resolution concerning the same is approved by the secretary of state and the board of supervisors has appropriated the funds necessary in connection therewith, but not later than July 1, 1943. [New section, 1943]~~

Under this section, the increase in pay rates did not begin when the resolution of approval was filed but when the appropriation was made. *Callahan v. San Francisco* (1945) 68 Cal. App. (2d) 236, 156 Pac. (2d) 479.

Fire Department

3.540 { SECTION 36. The fire department shall be under the management of a fire commission, consisting of three members, who shall

3.540 be appointed by the mayor and each of whom shall receive an annual compensation of twelve hundred dollars (\$1,200). The term of each commissioner shall be four years, commencing at twelve o'clock noon on the 15th day of January in the years 1948, 1949 and 1950 respectively.

3.541 The fire commission shall appoint a chief of department, a secretary and a department physician who shall hold office at its pleasure.

3.540 The fire commission shall be composed of five commissioners holding office for four years. The term of each commissioner shall be four years, commencing at twelve o'clock noon on the 15th day of January in the years 1948, 1949 and 1950 respectively. The commissioners shall have power, upon recommendation of the chief of department, to send fire boats, apparatus and men outside the City and County of San Francisco for fire-fighting purposes.

0.651 Positions of officers and employees of the fire department legally authorized shall continue, and the incumbents therein legally appointed thereto shall continue as the officers and employees of the department under the conditions governing their respective appointments, and except as in this charter otherwise provided.

3.542 The several ranks in the fire department shall be: chief of department; deputy chief of department; chief, division of fire prevention and investigation; first assistant and second assistant chiefs of department; secretary to chief of department; battalion chiefs; supervisor of assignments, captains; lieutenants, inspector of fire department apparatus; engineers; chief's operators; drivers; tillermen; truckmen; hosemen; pilots of fire boats and marine engineers of fire boats; and the ranks specified in section 36.2 of this charter. The compensation for these ranks shall be determined as provided in section 36.2 of this charter.

8.452 The chief of department shall recommend and the fire commission shall provide by rule for work schedules or tours of duty for the officers and members occupying the several ranks of the fire department, provided however that all tours of duty established for officers and members assigned to the fire fighting companies, including the salvage corps, shall start at eight o'clock A.M. No such officer or member shall be required to work more than one hundred and twenty (120) hours in any fifteen-day period, nor shall any officer or member be required to work more

than twenty-four consecutive hours except in case of a situation requiring the services of more than one-half of the members of the department. Officers and members may exchange work on the permission of the chief of department and time worked in exchange of watches shall not be construed as time in excess of the limitation of 120 hours in any fifteen-day period. No officer or member shall be required to work more than four consecutive hours. Each such officer and each member shall be entitled to at least one (1) day off duty during each month.

When, in the judgment of the fire commission, it is in the interest that any such officer or member shall work on his day off and said officer or member consents to so work, he may at the direction of the chief of department work on said day off, and in addition to the regular compensation provided for said officer or member as set forth in this charter, said officer or member shall be entitled to be compensated at his regular rate of pay as provided for herein for said extra time served, or he shall be allowed the equivalent thereof.

In any computation in the administration of the San Francisco City and County Employees' Retirement System in which the compensation, as defined in any provisions relating to the retirement system, is a factor, compensation for overtime provided for in this section shall be excluded, and no such overtime compensation shall be deemed as compensation for any purpose relating to such retirement provisions.

On the recommendation of the chief of department, the commission may reward any officer or member of the department for heroic or meritorious conduct, the form or amount of said award to be discretionary with the fire commission, but not to exceed one month's salary in any one instance.

Officers and members of the uniformed force shall be entitled to the days declared to be holidays for employees whose compensations are fixed on a monthly basis in the schedule of compensations adopted by the board of supervisors, pursuant to the provisions of section 151 of the charter, as additional days of pay. Officers or members required to perform their duties on said days shall be compensated on the basis of straight time as herein computed or shall be granted equivalent time off duty with pay in the judgment of the fire commission.

For payroll purposes, that portion of each tour of duty which

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falls within each calendar day shall constitute a single tour of duty. The rate of compensation for the service performed by officers or members on a holiday or for service performed on an assigned day off, as in this charter provided, shall be calculated by dividing the annual rates of pay for each fiscal year by the number of single tours of duty as scheduled for the several ranks in the fire fighting companies in said fiscal year.

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The chief of department or, in his absence, the deputy chief or any assistant chief of department or, in their absence any battalion chief in charge, may, during a conflagration, cause to be cut down or otherwise removed any buildings or structures for the purpose of checking the progress of such conflagration.

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The absence of any officer or member of the fire department on military leave of absence, as defined by section 153 of this charter, shall be reckoned a part of his service under the city and county, for the purpose of computing years of service in gaining added compensation as provided in this charter. [Amended, 1940; 1943; 1946; 1947; 1948; 1951; 1956]

SECTION 36.1. (a) The tours of duty provided for in section 36 of this charter and the length thereof, and the rotation system provided for in said section for the officers and members of the uniformed ranks shall continue as now set forth in said section.

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(b) Each member of the uniformed force shall be entitled to at least one (1) day off in each seven (7) and such additional days or time off as may be approved by the fire commission.

(c) When, in the judgment of the fire commission, it is in the public interest that any member of the uniformed force of said fire department should work on his day off and said member con-

sents to so work, he may at the direction of the chief engineer of the department work on said day off, and in addition to the regular compensation provided for said member as set forth in section 36 of this charter, said member shall be entitled to be compensated at his regular rate of pay as provided for in section 36 for said extra time served. 87

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(d) Each member of the uniformed force of the fire department shall be entitled to a vacation period of two (2) weeks as provided for in section 151 of this charter, provided, however, that if in the judgment of the fire commission it is in the public interest that any member of the said department should continue his service to the department during his vacation period, and said member consents to continue his said service, the chief engineer of the department may permit said member to continue such service, and said member shall in addition to his annual vacation pay, be paid additional compensation for said vacation period, which said compensation shall be equal to the vacation pay allowed to said member of the department. 87

(e) Salary warrants for extra time served by officers and members of the uniformed force of the department shall be payable from the regular salary appropriation of said uniformed force for the prevailing fiscal year, and at no time shall extra compensation be authorized or paid in amounts exceeding the available unencumbered balance in said appropriation.

(f) Nothing in this section contained shall in any way interfere with the sick or disability leave provided for in Section 301, Part I, of the San Francisco Municipal Code.

(g) This section shall be effective on the first day of July, if the same is ratified prior thereto by the Legislature of the State of California, and if not so ratified shall be effective within fifteen (15) days after the date of its ratification.

(h) The provisions of this section shall continue in force for a period of six (6) months after the termination of the present war between the United States and the axis powers. [New section, 1944]

SECTION 36.1½. Subject to the provisions of section 20 of the charter governing the appointment and removal of non-civil service officers, assistants and employees, and without competitive examination; the chief of department shall have the power to appoint, from among the members of the department having the rank of first or second assistant chief of department, a deputy chief of department and, from among the members of the department having the rank of battalion chief, a secretary to the chief of department.

~~This section shall become effective on the first day of July, 1951.~~
[New section, 1948; amended, 1951]

SECTION 36.2. Not later than the 15th day of February of each year, the civil service commission shall survey and certify to the

board of supervisors rates of compensation paid firemen employed in the respective fire departments in all cities of 100,000 population or over in the State of California, based upon the latest federal decennial census.

Not later than the 1st day of April of each year, the board of supervisors shall have the power, and it shall be its duty, by ordinance, to fix rates of compensation for the members of the fire department whose annual compensations are set forth or otherwise provided in sections 36 and 38.1 of this charter, and said rates shall be in lieu of said annual compensations and shall be effective on the 1st day of July next following.

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(c) The rates of compensation, fixed in said ordinance,

(a) for the fourth year of service and thereafter for firemen shall not exceed the highest rate of compensation paid firemen in regular service in the cities included in the certified report of the civil service commission;

(b) for the first, second and third year of service for firemen shall include the same amount of adjustment as that used in fixing the rates of compensation for the fourth year of service for the same class;

(c) for said members of the fire department other than firemen shall include the same per cent of adjustment as that established by said ordinance for firemen in the fourth year of service; and

(d) shall be set at the dollar amount nearest the fractional amount which may result from percentage adjustment specified in this section, half dollars being taken to the next higher dollar amount.

The rates of compensation set forth in the budget estimates, the budget and the annual salary ordinance shall be those fixed by the

board of supervisors as in this section provided and appropriations therefor shall be based thereon.

Not later than the 1st Monday of August each year, the civil service commission shall survey and certify to the board of supervisors the rates of compensation paid firemen on the first day of August of that year in the cities hereinbefore referred to. The board of supervisors shall thereupon have the power by ordinance to revise all of the rates of compensation as in this section provided. Said revised rates shall be effective from the first day of July of the then current fiscal year.

If the board of supervisors revises said rates of compensation, then it shall, not later than the 25th day of August of the then current fiscal year, have the power, and it shall be its duty, subject to the fiscal provisions of the charter, but without reference or amendment to the annual budget, to amend the annual salary ordinance and the annual appropriation ordinance to include the provisions necessary for paying the rates of compensation fixed by the board of supervisors as in this section provided for the then current fiscal year.

The expression "rates of compensation" as used in this section, in relation to said survey, is hereby declared to apply only to a basic amount of wages, with included range scales, and does not include such working benefits as might be set up by any other city by way of holidays, vacations, other permitted absences of any type whatsoever, overtime, night or split shift, or pay for specialized services within a classification or rank, or other premium pay differentials of any type whatsoever. The foregoing enumeration is not exclusive, but it is the intent of this section that nothing other than a basic amount of wages, with included range scales, is to be included within the meaning of "rates of compensation."

Working benefits and premium pay differentials of any type shall be allowed or paid to members of the fire department referred to herein only as is otherwise provided in this charter.

For all purposes of the retirement system, the expression "rates of compensation," as used in this section shall mean "salary attached to the rank" as used in section 169 and "compensation earnable" as used in section 171.1.1.

8.405
(c) The term "firemen" as used in this section shall mean the persons employed, in the fire departments of said cities of 100,000 population or over or of the City and County of San Francisco, to perform substantially the duties being performed on the effective date of this section by drivers, stokers, tillermen, truckmen, or hosemen, in the San Francisco Fire Department.

The expression "members of the fire department" does not include members of the fire commission. [New section, 1944; repealed, 1946; new section, 1952; amended January 1963]

SECTION 36.2.1. Notwithstanding the provisions of section 36.2 or of any other provision of this charter, the basic rates of compensation for any rank of captain in the fire department, for pilots of fire boats, and for marine engineers of fire boats, established under the provisions of section 36.2 for the fiscal year 1962-1963, shall be increased by six per cent (6%) and the resulting figures adjusted to the nearest dollar. *ag*

delete
The provisions of this section shall be effective on the first day of the month immediately following the date of ratification of this amendment by the State Legislature and the adjusted basic rates of compensation computed as above provided shall be effective on that date and shall be paid for the remainder of the 1962-1963 fiscal year. *7*

For the fiscal year 1963-1964 and subsequent fiscal years the basic rate of compensation for the aforesaid ranks in the fire

department shall be fixed in accordance with the provisions of section 36.2 of the charter. *27*

The board of supervisors shall have the power, and it shall be its duty, without reference or amendment to the annual budget, to amend the annual appropriation ordinance and the annual salary ordinance for the fiscal year 1962-1963 to include the provisions necessary for paying the adjusted basic rates of compensation herein provided. [New section, 1962] *7*

SECTION 36.3. The rate of compensation fixed pursuant to the provisions of section 35.5.1 of the charter for police officers, police patrol drivers and women protective officers for the fourth year of service and thereafter and the rate of compensation fixed pursuant to the provisions of section 36.2 of the charter for firemen for the fourth year of service and thereafter shall be the same. Such rate shall not exceed the highest rate of compensation paid, whether it be paid to police officers, patrolmen or firemen, in the cities included in the certified report of the civil service commission submitted to the board of supervisors pursuant to the provisions of the aforesaid sections of the charter.

On ratification of this section, the board of supervisors shall have power and it shall be its duty to adjust by ordinance the rate of compensation fixed for firemen for the fourth year of service and thereafter for the fiscal year 1963-1964 so that it shall be the same rate of compensation as that fixed for police officers, police patrol drivers and women protective officers for the fourth year of service and thereafter for the said fiscal year. Such ordinance shall adjust the rates of compensation for other members of the fire department for the said fiscal year by corresponding percentage adjustments in the manner provided by section 36.2 of the charter.

The board shall have power and it shall be its duty, without reference or amendment to the annual budget, to amend the annual appropriation ordinance and the annual salary ordinance for the fiscal year 1963-1964 to include the provisions necessary for paying the adjusted basic rates of compensation from July 1, 1963.

For all purposes of the retirement system, the expression "rates of compensation" as used in this section shall mean "salary

§ 36.3-37

attached to the rank" as used in section 169, and "compensation earnable" as used in section 171.1.1.

obsolete
 For all purposes of the retirement system, the first adjustment of rates of compensation made by the board of supervisors after the effective date of this section shall be the rates of compensation for the members affected for the remainder of the fiscal year 1963-1964 following the month in which the ordinance making such adjustment becomes effective, and the rates of compensation set forth in the annual salary ordinance at the beginning of the fiscal year 1963-1964 shall be the rates of compensation for said retirement purposes for the period from the beginning of the said fiscal year through said month.

The provisions of this section shall only apply to persons who are members of the fire department and the police department on or after the effective date of this section. [New section, 1964]

Fire Marshal

3.544
 SECTION 37. The chief of the fire department, with the approval of the fire commission, may appoint a fire marshal and assistants on the recommendation of the Underwriters Fire Patrol of San Francisco, to serve without compensation from the city and county. The board of supervisors may empower the fire marshal to sell property saved or salvaged from any fire and for which no owner can be found. The fire marshal may call upon police officers to assist in the protection or salvaging of property and shall have such other powers and duties as by ordinance may be prescribed relative to the protection of property at fires and the storage of property salvaged therefrom. He shall have such duties appertaining to the enforcement of laws relative to the storage, sale and use of oils, combustible materials and explosives as the fire commission by rule, or the supervisors by ordinance, may prescribe.

SECTION 38. The chief of department shall have jurisdiction, under the management of the fire commission, of the division of fire prevention and investigation consisting of the bureau of fire prevention and public safety and the bureau of fire investigation. He shall hold the assistant chief of department, division of fire prevention and investigation, to the responsibility and authority for enforcement of laws and statutes of the State of California, and the charter and ordinances of the City and County of San Francisco, pertaining to matters of fire prevention and fire investigation.

3.505
 The bureau of fire prevention and public safety shall inspect all hospitals, schools, places of public assemblage, and other premises regulated by Title 19 of the California Administrative Code, flammable liquid storage facilities, other hazardous occupancies as defined by the Building Code, and all occupied or vacated structures and premises to determine whether or not compliance is being had with statutes, regulations, and ordinances relative to fire prevention, fire protection and firespread control, and the protection of persons and property from fire. It shall enforce said statutes, regulations, and ordinances and shall report violations to other departments having jurisdiction.

The bureau of fire prevention and public safety shall examine the application, plans and specifications for the erection, and for alterations or repairs estimated to exceed \$1,000 in cost, of any hospital, school, place of public assemblage as defined in the Building Code, other premises regulated by Title 19 of the California Administrative Code, flammable liquid storage facility, or other hazardous occupancy as defined by the Building Code, subject to the statutes, regulations, and ordinances referred to in this section, and shall also examine the applications, plans and specifications for all structures and premises insofar as they involve the location of standpipes. The bureau of fire prevention and public safety shall by written report, filed with the director of public works, approve such plans and specifications, or report to said director of public works, the particulars wherein non-compliance exists, and upon modification of the application, plans and specifications to comply therewith, the bureau shall inform said direc-

tor of its approval. No permit for alteration or repair exceeding \$1,000 in cost of any hospital, school, place of public assemblage as defined in the Building Code, other premises regulated by Title 19 of the California Administrative Code, flammable liquid storage facility, or other hazardous occupancy as defined by the Building Code, or for the erection thereof, or involving the location of standpipes, shall be issued unless said approval is given.

3545 Any structure or premises as provided in this Section 38, wherein there exists any violation of statutes, regulations, or ordinances referred to in this section, or which is maintained or used in such manner as to endanger persons or property by hazard or fire, explosion or panic and any structure or premises as provided in this Section 38 hereafter constructed, altered or repaired in violation of said statutes, regulations, or ordinances, is hereby declared to be a public nuisance, and it shall be the duty of the bureau of fire prevention and public safety to prosecute abatement proceedings.

The bureau of fire prevention and public safety shall detail to the department of public works such personnel as necessary to review and check plans relative to requirements of the Fire Code and shall report any particulars of non-compliance to the director.

The fire department shall make recommendations to the director of public works for possible revisions to the Building Code and Housing Code on matters of fire safety.

This section shall become effective on the first day of the month immediately following the date of ratification. [Amended, 1954; 1964; 1967]

3542 ~~SECTION 38.01. Notwithstanding the provisions of section 38 of the charter, the following ranks are hereby established within the fire department as of July 1, 1953; captain, bureau of fire prevention and public safety; lieutenant, bureau of fire prevention and public safety; lieutenant, bureau of fire investigation; inspector, bureau of fire prevention and public safety; and investigator, bureau of fire investigation. Any member of the fire department now assigned as captain, bureau of fire prevention and public safety, lieutenant, bureau of fire prevention and public safety, lieutenant, bureau of fire investigation, inspector, bureau of fire prevention and public safety, or investigator, bureau of fire in-~~

obsolete

vestigation, shall, if he has been performing such duties on July 1, 1952 and continuously thereafter for the period of one year, or for a period of one year from July 1, 1951 to July 1, 1952 inclusively, be declared permanently appointed to such rank as if appointed thereto after examination and certification from a list of eligibles under the civil service provisions of the charter, and thereafter shall hold such position under the civil service provisions of this charter; provided that as to any member assigned to either of said bureaus who is or was on military leave during any of the periods of time above stated such military leave shall be considered as service in the assignment from which leave was granted.

1377 Vacancies occurring in the several ranks [established by this section] shall be subject to competitive examination, and the provisions of section 146 of the charter relating to the fire department shall apply except as otherwise provided herein. Personnel of the fire department eligible to participate in examinations for the rank of captain, bureau of fire prevention and public safety, shall come from the ranks of lieutenant, bureau of fire prevention and public safety, and lieutenant, bureau of fire investigation. Personnel of the fire department eligible to participate in examinations for the rank of lieutenant, bureau of fire prevention and public safety, and lieutenant, bureau of fire investigation, shall come from the ranks of inspector, bureau of fire prevention and public safety, and investigator, bureau of fire investigation. Personnel of the fire department eligible to participate in examinations for the rank of inspector, bureau of fire prevention and public safety, and investigator, bureau of fire investigation, shall come from the ranks of hoseman, truckman and chief's operator. Officers and members of the bureau of fire prevention and public safety and officers and members of the bureau of fire investigation are not eligible to participate in promotional examinations for the ranks other than those ranks provided for the bureau of fire prevention and public safety and bureau of fire investigation.

Fifteen percent of the total credits allowed for any promotive examination shall be allowed for seniority of service, which credits shall be distributed as follows:

- a) For promotion to the rank of inspector, bureau of fire pre-

vention and public safety, and investigator, bureau of fire investigation:

One percent of the total credits allowed for the entire examination shall be allowed for each year of service in the fire department until the maximum of fifteen percent is reached;

b) For promotion to the rank of lieutenant, bureau of fire prevention and public safety, and lieutenant, bureau of fire investigation:

Six-tenths of one percent of the total credits allowed for the entire examination shall be allowed for each year of service in the fire department until a total of nine percent is reached; and in addition thereto there shall be allowed six-tenths of one percent of the total credits allowed for the entire examination for each year of service in the rank of inspector, bureau of fire prevention and public safety, and investigator, bureau of fire investigation, until a total of six percent of the credits of the entire examination is reached;

c) For promotion to the rank of captain, bureau of fire prevention and public safety:

Six-tenths of one percent of the total credits allowed for the entire examination shall be allowed for each year of service in the fire department until a total of nine percent is reached; and in addition thereto there shall be allowed six-tenths of one percent of the total credits allowed for the entire examination for each year of service in the ranks of lieutenant, bureau of fire prevention and public safety, and lieutenant, bureau of fire investigation until a total of six percent of the credits of the entire examination is reached.

The rates of compensation for the ranks of captain, bureau of fire prevention and public safety, and lieutenant, bureau of fire prevention and public safety, and lieutenant, bureau of fire investigation, shall be thirteen percent (13%) above the compensation established for the ranks of captain and lieutenant as provided for in section 36.2 of the charter. The rates of compensation for the ranks of inspector, bureau of fire prevention and public safety, and investigator, bureau of fire investigation, shall be ten percent (10%) above the compensation established for the rank

of chief's operator as provided for in section 36.2 of the charter. The rates of compensation shall be set at the dollar amount nearest the fractional amount which may result from percentage adjustment specified in this section, half dollars being taken to the next higher dollar amount.

The provisions of this section shall be effective on the first day of the month immediately following the date of ratification of this amendment by the State Legislature and the adjusted basic rates of compensation computed as above provided shall be effective on that date and shall be paid for the remainder of the 1966-1967 fiscal year.

The board of supervisors shall have the power, and it shall be its duty, without reference or amendment to the annual budget, to amend the annual appropriation ordinance and the annual salary ordinance for the fiscal year 1966-1967 to include the provisions necessary for paying the adjusted basic rates of compensation herein provided. [Amended, 1967]

Salvage Corps

SECTION 38.1. On the effective date of this amendment the officers and members of the salvage corps shall cease to be a separate division of the fire department and shall thereafter become part of the divisions, battalions, bureaus and companies or other units of the fire department, to which they are or may be assigned. Each officer or member of the salvage corps in the civil service classifications of captain, salvage corps; lieutenant, salvage corps; and fireman, salvage corps; shall be transferred, without competitive examination, to his relative position of captain, lieutenant and fireman respectively, by his dates of appointment for seniority in and to such ranks, and shall be entitled to all rights thereof as provided in this charter. Officers and members heretofore retired or pensioned as officers or members of the salvage corps shall be considered to have been retired or pensioned from their equivalent ranks of captain, lieutenant, or fireman respectively. [New section. 1943; amended, 1964]

§ 38.2-38.3

Salvage Corps—Military Leave Provisions

SECTION 38.2. Notwithstanding any other provisions of this charter, any person employed on July 1, 1943, in the uniformed force of said Underwriters' Fire Patrol of San Francisco who was absent from his duties therein on account of military service and who had been so employed by said Underwriters' Fire Patrol of San Francisco for a period of six (6) months next before July 1, 1943, is deemed a member of said salvage corps on July 1, 1943, on military leave from his position therein and is deemed appointed thereto on July 1, 1943, pursuant to the civil service provisions of the charter and entitled from said date to all of the benefits of such employment. [New section, 1947]

obsolete

Curtailment or Discontinuance of Fireboat Operation

SECTION 38.3. In the event that the services of any pilot, marine engineer or marine fireman holding permanent civil service status as such hereinafter referred to as the said member, are no longer required in connection with fireboat operation due to curtailment of such operation by the City and County of San Francisco or due to the conversion from steam fireboats to motorized fireboats the said member on the basis of seniority in rank may be reassigned to duties of a position of some other rank in the fire department in which a vacancy in a permanent position exists and not carrying a higher compensation than the compensation of the rank previously held by said member, as the chief of department, with the approval of the fire commission shall determine are within the said member's ability to perform, below the rank of lieutenant, provided however, said member shall not be eligible for promotional examination in the fire department. Upon such reassignment the said member shall be declared to be permanently appointed to such new rank as if appointed thereto after examination and certification from a list of eligibles under the civil service provisions of this charter, and he shall have seniority therein from date of such reassignment and he shall receive the same rate of pay as would be applicable to any other member of such new rank having the same number of years of service in the department under the provisions of section 36.2 of the charter. If no vacancy in a permanent position exists to which immediate reassignment may be made as indicated above, then

3546

such member shall be laid off from his position subject to reassignment as indicated above when such a vacancy does occur.

If at any time after such reassignment the said member's original position, or a similar position becomes available on fireboats under jurisdiction of the San Francisco Fire Department the said member shall be assigned to such position in accordance with his seniority in rank in the department, preference in such assignment being given to the said member having the greatest seniority. Upon such assignment the said member shall be declared to be reappointed to the rank he held at the time he was transferred from such fireboat service and shall be restored to all the civil service rights and privileges appurtenant thereto, including such additional rights and privileges as may have accrued by reason of added seniority.

Nothing in this section shall affect the said member's pension and retirement rights and privileges under sections 168.3 and 171.

The chief of department, the board of fire commissioners, the civil service commission, the controller and the board of supervisors shall perform all acts necessary to carry out the provisions of this section. [New section, 1954]

Board of Permit Appeals

SECTION 39. The mayor shall appoint five qualified electors, other than city and county officials or employees, for terms of four years, to constitute a board of permit appeals. The compensation

for each member shall be fifteen dollars (\$15) per meeting of the board actually attended by such members provided that the total amount paid all members of the board shall not exceed five thousand dollars (\$5,000) per year. The persons first appointed shall determine their terms by lot so that one such term shall expire at twelve o'clock noon on the 15th day of January in each of the years 1933, 1934 and 1935, and the remaining two terms at twelve o'clock noon on the 15th day of January, 1936, and upon these and successive expirations the mayor shall appoint their successors for four-year terms.

Any applicant for a permit or license who is denied such permit or license by the department authorized to issue same, or whose license or permit is ordered revoked by any department, or any person who deems that his interests or property or that the general public interest will be adversely affected as the result of operations authorized by or under any permit or license granted or issued by any department, may appeal to the board of permit appeals. Such board shall hear the applicant, the permit-holder, or other interested parties, as well as the head or representative of the department issuing or refusing to issue such license or permit, or ordering the revocation of same. After such hearing and such further investigation as the board may deem necessary, it may concur in the action of the department authorized to issue such license or permit, or, by the vote of four members, may overrule the action of such department and order that the permit or license be granted, restored or refused.

§ 39-40-41

Recreation and Park Department

obsolete
3.550 { SECTION 40. ~~The recreation department and the park department are hereby consolidated into one department, to be known as the recreation and park department, which shall be under the management of a recreation and park commission. The recreation and park department and the recreation and park commission shall be, respectively, the successors in all regards of the recreation department and the park department and of the recreation, commission and the park commission, which departments, commissions and offices of commissioners thereof shall cease to exist.~~

covered by 11.10.2
3.550 { A recreation and park commission is hereby created, the members of which shall serve as commissioners thereof without compensation. Said commission shall consist of seven members, who shall be appointed by the mayor for a term of four years; provided that the respective terms of office of those first appointed shall be as follows: two for two years, two for three years, and three for four years from the effective date of this section. Vacancies occurring in the offices of appointive members, either during or at expiration of term, shall be filled by the mayor. Not less than two members of said commission shall be women.

obsolete
This section and sections 41 and 42 as herein amended, shall take effect on the filing with the secretary of state of the legislative resolution of approval thereof, except that the existing commissions and departments shall continue for all purposes pertaining to the current fiscal year until the first day of the fiscal year next succeeding the filing of such resolution and the recreation and park commission shall have power prior to such date only in relation to matters pertaining to its own organization and to such next succeeding fiscal year and thereafter. [Amended, 1941; 1949]

Organization of Department

2.551 { SECTION 41. The recreation and park commission shall appoint a general manager, who shall hold office at the pleasure of the commission. The commission shall also appoint a secretary, subject to

the civil service provisions of this charter.

The general manager shall be the chief executive officer of the department. Subject to the approval of the commission, he shall have power to appoint and to remove a superintendent of recreation, a superintendent of parks, a director of the zoo, an executive secretary to the general manager, and a director of the Strybing Arboretum and Botanical Gardens, all of whom shall be exempt from the civil service provisions of this charter, and shall hold office subject to such power of removal on approval of the commission. The position of director of Strybing Arboretum and Botanical Gardens shall be held only by a person who possesses the educational and administrative qualifications and experience necessary to direct and administer a complete program for the development, operation and maintenance of an arboretum and botanical garden.

obsolete also covered by 8.300(a) para 2
~~The civil service rights of persons employed under the civil service provisions of this charter in either the recreation or park departments shall continue in the recreation and park department. Seniority of any such employees who acquired civil service status in either the recreation department under the provisions of section 42 of the charter as effective January 8, 1932 or in the park department under the provisions of section 40 of the charter as amended and effective January 21, 1941, shall be determined for all purposes in each instance by the date of commencement of full-time continuous service with either the recreation or park departments. If records of the date of commencement of full-time continuous service do not exist or are inadequate in any instance from which to determine such date with certainty, other proof may be received. [Amended, 1949, 1959]~~

Former charter § 41 construed (see § 42) in *San Francisco v. Linares* (1940) 16 Cal. (2d) 441, 100 Pac. (2d) 639.

Sale, Abandonment or Discontinuance of Use of Land Held for Park Purposes

7.403 (a) { SECTION 41.1. Notwithstanding any other provisions of this charter, whenever lands which are or shall be used or intended for use for parks or squares are no longer needed for park or recreational purposes, such lands may be sold or otherwise disposed of, or their use for park purposes may be abandoned or discontinued; provided that nothing herein shall be construed to authorize the discontinuance or abandonment of the use of such

lands, or any change in the use thereof which will cause the reversion of such lands to private ownership, or cause the forfeiture of the ownership thereof in fee by the City and County of San Francisco, or as authorizing the discontinuance of the use of park lands acquired in any proceeding wherein a local assessment based on benefits was or shall be levied to provide funds for such acquisition; and provided further that the general laws of the State of California authorizing municipal corporations to abandon or to discontinue the use of land for park purposes, authorizing the sale or other disposition of such lands, and providing procedures therefor and for matters relating thereto, shall be applicable to the City and County of San Francisco and to all lands held or used by it for park purposes and shall govern and control exclusively in respect thereto. [New section, 1949]

Control and Use of Property—Tax Levy

SECTION 42. The recreation and park commission shall have the complete and exclusive control, management and direction of the parks, playgrounds, recreation centers and all other recreation facilities, squares, avenues and grounds which are in the charge of the commission on the effective date hereof, or are thereafter placed in the charge of the commission, except as in this charter otherwise provided.

It shall also have power to construct new parks, playgrounds, recreation centers, recreation facilities, squares and grounds, and to erect and maintain buildings and structures on parks, playgrounds, squares, avenues and grounds, provided that all plans, specifications and estimates in connection therewith shall be prepared by the department of public works and be subject to approval by the recreation and park commission.

All contracts or orders for the work to be performed under such plans and specifications shall be awarded and executed by the director of public works with the approval of the recreation and park commission and shall be administered by the director of public works.

It shall be the duty of the recreation and park commission to make provision for the funds required for the operation and continuance of the duties herein assigned to the department of public works.

~~The persons performing the functions and duties transferred from the recreation and park department to the department of~~

public works shall be transferred therewith, and such employees shall retain in the department of public works the same salary and civil service seniority status as they had in the recreation and park department. [Amended 1943; 1945; 1949; 1961]

In the adoption of former § 41 (prior to amendment of 1949) the city acted under the constitutional grant of power in Const. Art. VI, Secs. 8, 8a, 8½, and in thus dealing with its own lands it was not restricted by any constitutional provision. *San Francisco v. Linares* (1940) 16 Cal. (2d) 441, 106 Pac. (2d) 639.

Although this section grants to the park commission the exclusive control and management of parks, including the exclusive right to erect and to superintend the erection of buildings, the authority may not be exercised in such manner as to create a public nuisance. *Massel v. San Francisco* (1933) 11 Cal. (2d) 163, 78 Pac. (2d) 1621.

SECTION 42.1. It shall be the policy of the commission to promote and foster a program providing for organized public recreation of the highest standard.

The commission, through the general manager, shall utilize the property under its control and organize the personnel under its direction, to the end that all functions of the department be performed with the greatest possible efficiency.

The San Francisco Unified School District shall supervise and direct recreational activities in facilities under its jurisdiction, and the commission and the school district shall have the power to supervise and direct other adjacent recreation and park facilities either jointly or severally by agreement. [New section, 1961]

SECTION 42.2. Except as provided in section 42.3, the commission shall not lease any part of the lands under its control nor permit the building or maintenance or use of any structure on any park, square, avenue or ground, except for recreation purposes, and each letting or permit shall be subject to approval of the board of supervisors by ordinance. The commission may lease to the highest responsible bidder for a term of not to exceed fifty years and upon such other terms and conditions as it may determine, subsurface space under any public park or square and the right and privilege to conduct and operate therein a public automobile parking station, provided that the said construction, when completed, and the operation will not be, in any material respect or degree, detrimental to the original purpose for which said park or square was dedicated or in con-

obsolete
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8,300 (2)
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(6)

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(2)

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§ 42.2-42.3-42.4

7.403 { travention of the conditions of any grant under which said park or square might have been received. The revenues derived from any such lease shall be credited to the recreation and park department fund. [New section, 1961]

7.403 (c) { SECTION 42.3. The recreation and park commission shall have the power to lease or rent any stadium or recreation field under its jurisdiction for athletic contests, exhibitions and other special events and may permit the lessee to charge an admission fee. [New section, 1961]

6.400 (b) { SECTION 42.4. The amount of money to be provided by tax levy for recreation and park purposes shall not be less than the total of the amounts now or hereafter provided for parks and squares and for playgrounds under the provisions of section 78 of this charter. [New section, 1961]

§ 43-44

Library Department

SECTION 43. The library department shall be under the management of a library commission consisting of eleven members who shall be appointed by the mayor and shall serve without compensation. } 7.403 3.560

The term of each commissioner shall be four years, at the expiration of which the mayor shall appoint his successor.

The library commission shall appoint a librarian and a secretary who shall hold office at its pleasure. The librarian shall be the chief executive of the department and shall be the appointing officer for the department as provided in section 20 of the charter. } 3.561

The library commission shall be the successors in office of the board of library trustees holding office at the time this charter shall go into effect and shall have all the powers and duties thereof, except as in this charter otherwise provided. } covered by 8.300(a)

Effective January 8, 1962, the library commission shall be reduced in number to seven members; and of the eleven members making up the commission immediately prior to said date, the last seven to have received appointment shall comprise the commission on said date. Notwithstanding any other provision of this section, the term of each of the remaining four members shall on that date automatically terminate. [Amended, 1941; 1962] } obs. - see change in 1962

War Memorial

SECTION 44. The board of trustees of the San Francisco war memorial shall, under ordinance, have charge of the construction, } 3.562

administration and operation of said war memorial and of the grounds set aside therefor. The board shall consist of eleven members appointed by the mayor, subject to confirmation by the board of supervisors. The terms of office of the incumbent trustees shall expire as heretofore classified by lot, as follows: The terms of four of said trustees shall expire on the 2nd day of January, 1933; three on the 2nd day of January, 1935; and four on the 2nd day of January, 1937. Thereafter appointments to said board shall be for the term of six years. Vacancies on said board shall be filled by the mayor, subject to confirmation by the board of supervisors, for the unexpired term becoming vacant. In making appointments to said board, the mayor shall give due consideration to veterans of all wars in which the United States may have engaged, and to such other classes of persons who may have a special interest in the purpose for which said war memorial is to be constructed and maintained. The members of said board shall serve without compensation.

3.610

The board shall have the power to appoint a secretary and a managing director, each of whom shall hold office at its pleasure, and such other employees as may be provided by the annual budget and appropriation ordinance.

3.611

The board of supervisors shall annually appropriate to the war memorial board an amount sufficient to defray the cost of maintaining, operating and caring for said memorial.

6.404
(2)

Art Commission

SECTION 45. An art commission for the city and county is hereby created, consisting of ten members appointed by the mayor and six ex officio members. The ex officio members shall be the mayor and the chairmen of the following boards and commissions: Public library, recreation and park, city planning, de Young Memorial Museum and California Palace of the Legion of Honor. The mayor shall appoint three lay members, and an artist-painter, an artist-sculptor, a musician, a litterateur, two architects and one landscape architect. In appointing the seven professional members, the mayor shall solicit nominations from architectural, art, musical, literary and other cultural organizations of the city.

3.600

The first appointments by the mayor shall be made not later than the 15th day of January, 1932, and shall be for the following terms, which shall expire at twelve o'clock noon on the 15th day of January in the respective years: One landscape architect and

one lay member, one-year terms; one artist-sculptor and one architect, two-year terms; one musician and one lay member, three-year terms; one litterateur and one architect, four-year terms; and one artist-painter and one lay member, five-year terms. Upon the expiration of the terms, all successive appointments shall be for a period of five years.

The members of the commission shall serve without compensation. No member of this commission shall receive from the city and county, or from any trust, donation, or legacy, any compensation for any service as an artist for the benefit of the city and county.

A quorum for the transaction of official business of the art commission shall consist of six members thereof. [Amended, 1960]

Powers and Duties

SECTION 46. No work of art shall be contracted for or placed or erected on property of the city and county or become the property of the city and county by purchase, gift or otherwise, except for any museum or art gallery, unless such work of art, or a design or model of the same as required by the commission, together with the proposed location of such work of art, shall first have been submitted to and approved by the commission. The term "work of art" as used in this charter shall comprise paintings, mural decorations, stained glass, statues, bas reliefs or other sculptures; monuments, fountains, arches or other structures of a permanent or temporary character intended for ornament or commemoration. No existing work of art in the possession of the city and county shall be removed, relocated or altered in any way without the approval of the commission, except as otherwise provided herein. The commission shall have similar powers with respect to the design of buildings, bridges, viaducts, elevated ways, approaches, gates, fences, lamps or other structures erected or to be erected upon land belonging to the city and county, and concerning arches, bridges, structures and approaches which are the property of any corporation or private individual and which shall extend over or upon any street, avenue, highway, park or public place belonging to the city and county. Said commission shall so act and its approval shall be required for every such structure which shall hereafter be erected or contracted for, and may advise in respect to lines, grades and platting of public ways and grounds.

Nothing herein contained shall be construed to limit or abridge the legal powers of the governing boards of the war memorial, the M. H. de Young Memorial Museum or the California Palace of the Legion of Honor.

The commission shall supervise and control the expenditure of all appropriations made by the board of supervisors for music and the advancement of art or music.

The commission shall exercise all reasonable supervision of policy connected with the arts as may hereafter be assigned to it by ordinance or executive action.

The commission shall decide upon any expenditure of less than one thousand dollars (\$1,000) within fifteen days after submission, and upon any other matter within thirty days after submission. If it fails so to do, its decision shall be considered unnecessary.

The commission may volunteer advice or suggestion to the owners of private property in relation to the beautification of the same; and any person contemplating to erect any building or make any improvement may submit the plans and designs or sketches thereof to the art commission for advice and suggestions, for which no charge shall be made by the art commission.

Control of Harbor by City and County

SECTION 47. Until such time as the voters of the City and County of San Francisco, at an election duly held and conducted, have assented to the transfer of the jurisdiction and control of the harbor of San Francisco under the terms and conditions specified in Statutes 1968, ch. 1333, and the results of said election have been certified to according to law, this section and sections 48 and 48.1 of the charter shall continue in force, and until such time, sections 48.2, 48.3 and 48.4 shall be inoperative. Upon certification of the vote specified herein, this section and sections 48 and 48.1 of the charter shall become inoperative for any purpose, and sections 48.2, 48.3 and 48.4 of the charter shall become operative.

Whenever the State of California shall grant, or by legislative action agree to grant, to the City and County of San Francisco all or a substantial part of the property now under the jurisdiction, possession, control and management of the board of state

harbor commissioners, including the interest of the State of California in that portion of the bay of San Francisco now controlled by the board of state harbor commissioners and used as the harbor of San Francisco, the said city and county shall accept the same, and shall thereafter have authority to manage, govern, administer and control, all and singular, the property, rights and privileges granted, assigned or conveyed by the said State of California. Said city and county shall also have power, subject to the bond issue procedure provided for in this charter, or now or hereafter provided for by the laws of the State of California to assume an obligation or obligations to the State of California for the outstanding bonded indebtedness incurred by the State of California for the acquisition, construction, improvement and development of the said harbor or of the properties used in connection therewith, or to issue new and additional bonds therefor; and any and all indebtedness assumed or bonds issued for said purpose shall not be included in the bonded debt limit provided for in section 104 of this charter, and if thereafter any additional bonded indebtedness is incurred to improve, construct, re-construct or extend said harbor, or to add thereto or to renew, construct or re-construct, operate or extend any service or equipment or utility used in connection with said harbor or in connection with the operation thereof, said bonded indebtedness so incurred shall also be exempt from the limitations contained in section 104 of this charter. All the powers and duties incident to the management, government, control and administration of the said harbor, and all properties and utilities used in connection therewith, shall be vested in the harbor commission of the City and County of San Francisco.

Said harbor commission of the City and County of San Francisco shall consist of five members to be appointed by the mayor, one of whom shall be a representative of the agricultural interests of the State of California and need not be a resident of the city and county. The term of office of each of said members shall be five years, provided that those first appointed to said commission shall so qualify themselves by lot that their terms of office shall expire respectively, one, two, three, four and five years after the 15th day of January next after their respective appointments. Vacancies on said board shall be filled by the mayor for the unexpired term. Each of said persons appointed to said commission

shall give a bond in the sum of five thousand dollars (\$5,000) duly conditioned for the faithful performance of his duties and said persons so appointed shall be subject to recall, suspension, and removal in the same manner as an elective official. The compensation of each of the members of said harbor commission shall be twelve hundred dollars (\$1,200) per year. [Amended, 1937; 1969]

Powers and Duties of Harbor Commission

SECTION 48. The said harbor commission shall have possession, control and management of all and singular the properties and equipment granted to the City and County of San Francisco by the State of California for harbor purposes, as well as that portion of the bay of San Francisco now operated and controlled by the

board of state harbor commissioners for harbor purposes, and also all property and equipment hereafter acquired by the city and county for said purposes.

Said harbor commission shall have all of the powers and duties given to boards and commissions by section 19 of the charter, and in addition thereto shall have power:

(a) To regulate and control the anchoring, mooring, towing and docking of all vessels and water craft;

(b) To regulate and control the construction, maintenance, operation and use of, and to use and operate any and all railroads, wharves, warehouses, cold storage or refrigeration plants or other structures, improvements or appliances, used in connection with said harbor, or for the accommodation or promotion of commerce, navigation or fishing in or about said harbor;

(c) To regulate and control all dredging and excavation in or about said harbor;

(d) To fix, regulate and collect fees, rates, tolls or charges for the use or service of all wharves, warehouses, water craft, railroads or other facilities, structures or appliances owned, controlled or operated by said harbor commission, in connection with said harbor, or in connection with, or for the promotion or accommodation of commerce, navigation or fishing. All of said fees, rates, tolls and charges shall be sufficient to produce sufficient revenue to pay all expenses of every kind and nature incident to the operation and maintenance of said harbor and the properties and equipment used in connection therewith, together with the interest and sinking fund for any outstanding bonds issued by the State of California or by the City and County of San Francisco for the acquisition, construction or extension of said harbor, or of any of the properties or equipment used in connection therewith; provided that should the commission propose a schedule of rates, fees and charges or rentals for the respective services to be furnished by said commission which shall not provide such revenue, it may do so with the approval of the board of supervisors by a two-thirds vote thereof. Said harbor commission shall, from time to time, report to the board of supervisors a proposed schedule of fees, rates, tolls and charges to be made for the several classes of service to be rendered, and said fees, rates, tolls and charges shall be the legal fees, rates, tolls and charges to be paid to said harbor com-

mission for said services, unless the same are disapproved by a two-thirds vote of said board of supervisors, within thirty (30) days after said report is received. If said board of supervisors by a two-thirds vote rejects said schedule, it may return the same to the said harbor commission for revision;

(e) To enter into leases of lands, buildings, docks and piers, said leases to be approved by the board of supervisors before the same shall be effective; provided that the right to use any building, dock or pier for a period not to exceed one year shall not be deemed a lease under this section and the board shall have power to assign the use of any building, dock or pier for a period not exceeding one year at the regular tolls;

(f) To appoint a harbor master who shall be the chief executive of the harbor commission and who shall have the management of all of the affairs and activities placed under the jurisdiction of the said board. He shall devote his entire time to the duties of his office and his salary shall be fixed by the commission subject to the annual appropriation and salary ordinance. He shall hold his office at the pleasure of the commission and shall have the management of said harbor and of all of the facilities and equipment thereof and of all bureaus and departments established for the operation of said harbor or for the operation of any equipment or facility thereof. Subject to the approval of the commission he shall appoint and remove any and all heads of departments or bureaus, who may not be subject to the civil service provisions of the charter. He shall possess the necessary administrative, executive and technical qualifications necessary to enable him to perform the duties of his office. His compensation shall not exceed prevailing salaries paid those holding similar positions in comparable private employment. The commission may confer on him such additional powers and authority as it may see fit;

(g) To establish such departments and bureaus as may be necessary or convenient for the conduct of its affairs;

(h) To enter into such agreements, subject to the approval of the board of supervisors with the State of California, the board of state harbor commissioners, or any other state agency or department that may be necessary to obtain and receive, take or hold any properties, privileges or things granted to the city and county by the state;

(i) To institute, defend or prosecute, in the name of the City and County of San Francisco, any and all actions or legal proceedings necessary or proper to acquire, hold or defend the possession of any property granted to the said city and county, or held by said city and county, for harbor purposes, and to institute and prosecute any and all actions or legal proceedings necessary or proper to prevent the obstruction or illegal use or occupation of any of the properties, things or facilities held by the city and county for the purposes of said harbor. The city attorney shall be the legal adviser of the commission, and may, with the approval of the commission, compromise, settle or dismiss any litigation or legal proceeding pending for, or on behalf of the commission, relative to any matter under its jurisdiction, provided that if such action or proceeding involves the title or right of possession of any real property owned by the city and county, such action shall not be compromised, settled or dismissed without the concurrence of the board of supervisors. The city attorney shall, at the request of the commission detail the necessary attorneys to perform the legal work of the commission, and said commission may, with the consent of the mayor and the approval of the city attorney, appoint special counsel for temporary purposes. The compensation of all attorneys serving the commission shall be paid from the revenues of the harbor, unless otherwise provided in the salary and appropriation ordinance.

The board of supervisors may confer upon said harbor commission such other and additional powers as it shall deem proper and which are not in conflict with this section. [Amended, 1937]

Employees of Harbor Commission

SECTION 48.1. All persons actually employed in the operating service of the board of state harbor commissioners at the time the City and County of San Francisco shall take over and assume the management and control of the said harbor and the properties used in connection therewith, and who at said date shall be entitled to benefits of the civil service provisions of the State of California, in so far as the same may be applicable to the employees of the board of state harbor commissioners, shall be continued in their respective positions and shall continue to hold their said positions pursuant to the civil service provisions of this charter, and shall be entitled to all of the rights, benefits and privileges which said

persons might have, or might have had, had said persons been originally appointed to their respective positions under certification from the civil service commission of the City and County of San Francisco; and in the matter of seniority, in service of said employees entitled to the benefits of said civil service provisions, as herein provided, the seniority of each employee shall be reckoned from his first permanent appointment to employment under said board of state harbor commissioners; and as to their respective positions, said employees shall have preference over all other employees of the city and county.

All employees of the board of state harbor commissioners at the time this act shall go into effect shall continue to be members of the state employees' retirement system, with all the rights, privileges and benefits of said system until the time of the actual transfer to the City and County of San Francisco of the properties now under the jurisdiction of said board of state harbor commissioners; and upon the acceptance of said transfer by the City and County of San Francisco, said employees shall become members of the San Francisco city and county retirement system and shall be entitled to all the benefits and privileges and subject to the obligations of said system and the retirement board of the San Francisco City and County Employees' Retirement System shall make such allowance and provision for the prior service of said employees rendered to the board of state harbor commissioners as may be recommended by said retirement board and approved by ordinance of the board of supervisors.

All employees whose respective employments are transferred from the board of state harbor commissioners to the harbor commission of the City and County of San Francisco, pursuant to the provisions of this section or pursuant to the provisions of any act of the Legislature of the State of California transferring the properties now under the jurisdiction of the board of state harbor commissioners to the City and County of San Francisco, and who, at the date of the actual transfer of said properties, reside outside of the City and County of San Francisco, shall not be subject to the residential qualifications of officers and employees of the city and county provided for in section 7 of this charter.

In the matter of the control and operation of the harbor and of the facilities and equipment thereof, including the matter of budgets and appropriations, the harbor commission shall be sub-

ject to the budgetary and fiscal procedure elsewhere provided for in this charter.

Full power and authority is hereby vested in the board of supervisors of the City and County of San Francisco to enter into such supplemental agreements with the State of California, or with the board of state harbor commissioners, or with any other agency of the State of California, not in conflict with the provisions of this charter, in order to meet any condition provided for by the Legislature of the State of California in the transfer to the City and County of San Francisco of said properties now under the jurisdiction of the board of state harbor commissioners, and any agreement so entered into will be as binding upon the City and County of San Francisco as if the provisions of said agreement were embodied in this charter.

The revenues of said harbor, and of all the properties incident thereto, or used in connection therewith, shall be deposited in a separate fund in the treasury of the city and county, and shall be used for the following purposes, and in the order herein named:

- (a) For the payment of operating expenses, including pension charges;
- (b) For the payment of the principal and interest of any obligations of the State of California and assumed or agreed to be paid by the City and County of San Francisco;
- (c) For repairs and maintenance of the properties of said harbor or used in connection with the operation thereof;
- (d) For the payment of the principal and interest on any bonds issued by the City and County of San Francisco for the acquisition, construction, repair or extension of said harbor, or of any of the facilities used in connection therewith;
- (e) An amount which shall be sufficient to meet the cost of reconstruction and replacement made necessary by the physical and functional depreciation of any of the properties or equipment of said harbor, as the same shall occur;
- (f) To pay for extensions and betterments to said harbor or to the equipment and facilities thereof;
- (g) To establish a surplus or sinking fund for the improvement or extension of the harbor or for any facility used in connection therewith. [New section, 1937]

3.582 { SECTION 48.2. The City and County of San Francisco shall accept the transfer and assume jurisdiction and control of the harbor of San Francisco and the facilities thereof in accordance with the terms and conditions of Statutes 1968, ch. 1333.

6.401 (b) { Any and all indebtedness assumed for said purposes shall not be included in the bond debt limit provided for in section 104 of this charter, and if thereafter any additional bonded indebtedness is incurred to improve said harbor in connection with the operation thereof, said bonded indebtedness so incurred shall also be exempt from the limitations contained in section 104 of this charter. All the powers and duties incident to the management, government, control and administration of said harbor and all properties and utilities used in connection therewith, shall be vested in the Port Commission of the City and County of San Francisco.

3.582 { The Board of Supervisors of the City and County of San Francisco shall have and is hereby granted power to enter into any agreement with the State of California, the Director of Finance, or any officer, agency or commission of the State of California, and to pass all necessary legislation and to do or perform any other act or acts deemed necessary to effect the transfer of the jurisdiction and control of the harbor of San Francisco, or any of the facilities thereof, to the City and County of San Francisco.

3.580 { The San Francisco Port Commission shall consist of five members who shall be appointed by the mayor, their appointment being subject to confirmation by the Board of Supervisors. Each of said members shall serve for a term of four years. Vacancies on the commission shall be filled by the mayor for the unexpired portion of the term. Initial appointive members of the commission shall consist of the incumbent members of the San Francisco Port Authority, who shall serve as commissioners for a term corresponding to the unexpired portion of their tenure as members of the Port Authority. In addition, the Director of Finance and Secretary of Agriculture and Services, or their designated representatives, shall be ex officio members of the commission. Persons appointed to the Port Commission shall be subject to recall, suspension and removal in the same manner as an elected official. The compensation of each member of said Port Commission shall be twelve hundred dollars (\$1,200) per year. Ex officio members of

the commission shall serve as such without compensation. [New section, 1969]

3.581 { SECTION 48.3. The Port Commission shall have all the powers and duties given to boards and commissions by section 19 of the charter and shall have the power to establish such departments and bureaus as may be necessary or convenient for the conduct of its affairs. Subject to the terms and conditions of the transfer and any supplemental agreements relating thereto, the Port Commission shall have the control and management of all real and personal property transferred under the Statutes 1968, ch. 1333, or otherwise acquired or purchased with funds under its control or acquired or purchased by it within the scope of its authority, or otherwise placed under its management, supervision and control. The property under the control and management of the commission shall be known as the Port Area. The Port Commission shall have the power and duty to use, conduct, operate, maintain, manage, regulate, and control the Port Area of San Francisco and to do all things it deems necessary in connection with the use, conduct, operation, management, maintenance, regulation, improvement and control of said Port Area, or which may further the interests of the Port in world trade, including, without limiting the generality of the foregoing, the exclusive power to perform or accomplish the following:

1. The improvement, operation and conduct of the harbor, and any and all improvements or facilities located thereon;

2. The construction, reconstruction, repair, operation and use of all works, buildings, facilities, utilities, structures and appliances incidental, necessary or convenient for the promotion and accommodation of commerce and navigation, or located within the Port Area;

3. The establishment, improvement and conduct of railroad and aviation facilities and all works, buildings, facilities, utilities, structures and appliances incidental, necessary or convenient for the promotion and conduct of air commerce and navigation and railroad transportation;

4. The construction, reconstruction, repair, maintenance and operation of public buildings, parks, playgrounds, public educational and recreational facilities and all works, buildings, facili-

ties, structures and appliances incidental, necessary or convenient for the promotion and accommodation of any such uses;

5. The preservation or restoration of marine resources consistent with the primary mission of the harbor of San Francisco;

3.581 6. The grant of franchises thereof for limited periods not exceeding 66 years for wharves and other public uses and purposes and the lease of said lands, facilities, or any part thereof for limited periods not exceeding 66 years, and the collection and retention of rents and other revenues from such leases, franchises, permits, licenses, and privileges. Such lease or leases, franchises, permits, licenses, and privileges shall be for purposes consistent with the trusts upon which the lands are held by the state and with the requirements of commerce and navigation, or if the Port Commission of the City and County of San Francisco determines that any portion of the transferred lands is not required for the foregoing uses described in this section, such lease or leases, franchises, permits, licenses, and privileges, may be for the purposes of such development and use as the commission finds will yield maximum profits to be used by the commission in the furtherance of commerce and navigation;

7. Leases and franchises granted or made by the Port Commission shall be administered exclusively by the operating forces of the Port Commission;

8. The power to nominate for appointment a port director who shall be the chief executive of the Port Commission and who shall have the management of all the affairs and activities placed under the jurisdiction of the commission. The mayor shall appoint a port director. He shall devote his entire time to the duties of his office and his salary shall be fixed by the commission. He shall hold his office at the pleasure of the commission and shall have the management of said harbor and of all of the facilities and equipment thereof and of all bureaus and departments established for the operation of said harbor or for the operation of any equipment or facility thereof. Subject to the approval of the commission he shall appoint and remove any and all heads of departments or bureaus, who may not be subject to the civil service provisions of the charter. He shall possess the necessary administrative executive and technical qualifications necessary to enable him

to perform the duties of his office. His compensation shall not exceed prevailing salaries paid those holding similar positions in comparable maritime employment. The commission may confer on him such additional powers and authority as it may see fit;

9. To regulate the berthing, anchoring, towing, loading and unloading and mooring of vessels within the port;

10. To issue receipts, negotiable or otherwise, for property or merchandise in its charge or possession;

11. To fix all rates, dockage, rentals, tolls, wharfage, and charges, for the use and occupation of the public facilities or appliances of the port, and for services rendered by the Port Commission, and to provide for the collection thereof;

12. To enter into contracts, agreements, or stipulations germane to the scope of its powers and duties;

13. To give such bonds or assurances as may be required by the United States in the operations permitted hereunder;

14. To provide and equip offices within or without the Port, within other states, or in foreign countries, and through such employees and agencies as it may deem expedient;

15. To contract for and operate foreign trade zones within the Port Area or auxiliary to the Port Area, or such zones or sub-zones as have been operated by the San Francisco Port Authority. Agreement may be made with the Public Utilities Commission for operation of future zones or sub-zones in other areas;

16. Members and officers of the Port Commission shall be exempt from the provisions of the City Charter relating to absences from the State, but shall advise the Mayor and the Board of Supervisors in advance of such absences;

17. May promote the maritime and commercial interests of the harbor by advertising its advantages and facilities and by the solicitation of business. The advertising and solicitation may be conducted within or without this State and through such agencies, mediums, employees and agents as are determined by the Commission. The Commission may, in its discretion, publish and distribute a magazine, pamphlets, booklets and other printed and advertising matter for the purpose of developing traffic and promoting and maintaining the commerce and prestige of the port, and may use any moneys of the Harbor Fund for the special pur-

3581

poses authorized by this provision. Members and employees of the commission in attending conventions of port authorities and meetings of transportation clubs, trade associations and business organizations that may advance the interests of the port shall be allowed their actual necessary expenses in the performance of such services as may from time to time be deemed desirable by the commission and shall be allowed hospitality expenses necessarily incurred in furthering the interests of the Port;

18. To issue revenue bonds in the same manner and to the same extent as is provided for by the San Francisco Harbor Revenue Bond Act of 1951, enacted by Stats. 1951, Chapter 1712, page 4020, of the Statutes of California ((.)) and codified as Sections 3340 to 3369 of the Harbors and Navigation Code of the State of California, except that the provisions of said Act codified as Section 3328 of the said Harbors and Navigation Code shall not be applicable to these bonds and the bonds shall instead be governed by the following provision:

The San Francisco Port Commission may fix terms and conditions for the sale or other disposition of any authorized issue of bonds, and may provide that the bonds may be sold on the basis of the lowest net interest cost to the San Francisco Port Commission, the coupon rates to be fixed by the successful bidder on the sale of the bonds. The San Francisco Port Commission may authorize the City Treasurer to sell bonds at less than their par or face value, but no bond may be sold at a price below 95% of the principal amount of the bond and accrued interest thereon. The said San Francisco Port Commission may set the annual rate or rates of interest which the bonds to be issued shall bear, which rate or rates, at the discretion of the said Commission, may be determined by the bidder at the time of sale of said bonds. Such interest may be payable at such periods as may be fixed by the Commission.

730

All of the other provisions of said Act are by this reference incorporated in and made a part of this charter, except that where the term "Board of State Harbor Commissioners" is used it shall be deemed to mean the "Port Commission," and where the term "San Francisco Harbor" is used it shall be deemed to mean all the property under the jurisdiction of the San Francisco Port Commission, and where the term "San Francisco Harbor Bond Finance Board" or "Bond Finance Board" is used it shall be deemed to mean "Board of Supervisors of the City and County of San Francisco," and where the term "Attorney General of the State of California" is used it shall be deemed to mean "City Attorney," and where the term "State Treasurer" is used it shall be deemed to mean "City Treasurer," and where the term "State Controller" is used it shall be deemed to mean "City Controller."

The revenue bonds issued hereunder shall be known as "Revenue Bonds of the Port Commission of San Francisco."

3581

19. To expend all funds necessary to the carrying out of the powers and duties herein expressed;

20. This section does hereby vest in the Port Commission all of the powers set forth in section 3 and section 5 of the Statutes of 1968, Chapter 1333, which provisions are hereby incorporated in the charter by this reference.

3585

The city attorney shall be the legal adviser of the commission, and may, with the approval of the commission, compromise, settle or dismiss any litigation or legal proceeding, pending for or on behalf of the commission relative to any matter under its jurisdiction, and said commission may with the consent of the mayor and the approval of the city attorney appoint special counsel.
[New section, 1969]

SECTION 48.4. All employees of the Port Authority who, at the time of transfer provided for herein shall go into effect, are members of the Public Employees' Retirement System of the State of California shall continue to be members of said Public Employees' Retirement System, with all the rights, privileges and benefits of said system and they shall not be members of the San Francisco City and County Employees' Retirement System; and, notwithstanding any other provisions of this charter, the city and county shall perform all acts necessary to continue the membership of such employees in said Public Employees' Retirement System.

3.583

All employees of the Port Authority who, at the time the transfer provided for herein shall go into effect, are covered under the provisions of a retirement program other than the Public Employees' Retirement System of the State of California shall thereafter continue to be covered under such retirement program and they shall not be members of the San Francisco City and County Employees' Retirement System; and, notwithstanding any other provisions of this charter, the city and county shall perform all acts necessary to continue the coverage of such employees under such retirement program.

Persons who, after the transfer provided for herein has gone into effect, become employees of the city and county in positions related to the operation of the State Belt Railroad and who become covered under the provisions of the Railroad Retirement Act by virtue of their employment in such positions shall not be members of the San Francisco City and County Employees' Retirement System.

Notwithstanding any other provisions of this charter, the city and county shall perform all acts necessary to protect the employment rights of employees of the Port Authority as specified in Section 20 of Statutes 1968, ch. 1333.

6.300
(c)

In the matter of the control and operation of the harbor and of the facilities and equipment thereof, including the matter of budgets and appropriations, the Port Commission shall be subject to the budgetary and fiscal procedure elsewhere provided for in this charter.

3.584

The revenues of said harbor and of all properties and facilities

6.406

incident thereto, or used in connection therewith, shall be deposited in a separate fund in the treasury of the city and county and a harbor trust fund or trust funds shall be established by the city and county and the city and county shall deposit in the fund or funds all monies received attributable to facilities on the transferred lands in the harbor.

Subject to the terms and conditions of Statutes 1968, ch. 1333, appropriations from such funds shall be made for the following purposes and in the order named, viz.:

(a) For the payment of maintenance and operating expenses, pension charges and proportionate payments to such compensation and other insurance and accident reserve funds as the commission may establish or the Board of Supervisors may require;

(b) For payment of the principal and interest of any obligations of the State of California and assumed or agreed to be paid by the City and County of San Francisco;

(c) For the payment of principal, interest, reserve funds, sinking funds, and other funds established for the benefit of revenue bonds issued pursuant to the authority contained in Section 48.3(18) of this charter.

((c)) (d) For ((repairs and maintenance of)) capital improvements to the properties of said harbor or used in connection with the operation thereof;

((d)) (e) For the payment of the principal and interest on any general obligation bonds issued by the City and County of San Francisco for the acquisition, construction, repair or extension of said harbor or of any of the facilities used in connection therewith;

((e)) (f) An amount which shall be sufficient to meet the cost and functional depreciation of any of the properties or equipment of said harbor as the same shall occur;

((f)) (g) To pay for extensions and betterments to said harbor or to the equipment and facilities thereof;

((g)) (h) To establish a surplus or sinking fund for the improvement or extension of the harbor or any facility used in connection therewith.

Appointments and Nominations by the Mayor

SECTION 49. The mayor shall nominate members of the board of education for confirmation by the voters, and shall appoint three members of the retirement board, and shall also appoint members of the public utilities, city planning and civil service commissions, each of which said boards or commissions to have the membership, terms of members, and powers and duties as are provided in this charter. [Amended, 1969]

OTHER BOARDS AND DEPARTMENTS

California Palace of the Legion of Honor

SECTION 50. The California Palace of the Legion of Honor shall be known as such in perpetuity. The management, superintendence and operation thereof and the lands set aside therefor shall be vested in a board of eleven trustees, of which the mayor and the president of the recreation and park commission shall be ex officio members. All vacancies occurring in said board shall be filled by the vote of a majority of the remaining members thereof. The number of trustees may be increased from time to time as needed, provided that at no time shall the total number of trustees exceed seventeen. The trustees in office at the time, shall, in their discretion, determine the need for additional trustees. Upon making such determination, the additional trustees shall be elected by the majority of the board then in office. None of said trustees shall receive any compensation for his or her services. Trustees need not be residents of the city and county.

The board shall have exclusive charge of the said memorial, the lands set aside therefor, and its affairs, and of all real and personal property thereunto belonging, or which may be acquired by loan, purchase, gift, devise, bequest or otherwise, when not inconsistent with the terms and conditions of the loan, gift, devise or bequest. It shall meet for its purposes at least once in three months, and at such other times as the president or any three members thereof may appoint, in a place to be provided for the purpose. It shall appoint a director, curators and secretary, who shall hold office at its pleasure. It shall appoint such other assistants and employees as may be necessary, who shall be subject to the civil service and salary standardization provisions of this charter; provided that all such assistants and employees who were actually employed, or who were on military leave of absence from employment on January 11, 1943 and who had been continuously employed for one year immediately preceding such date or such military leave of absence shall be continued in their respective positions as if appointed thereto after examination and certification from a civil service list of eligibles and thereafter shall be governed by and subject to the civil service and salary standardization provisions of this charter. The secretary shall keep a full account of all property.

3.620

3.621

3.622

absolute also covered by §. 300(b) par 2

3.673

3.100

3.623

money, receipts and expenditures, and a record of all its proceedings, and shall file annually a report with the controller. The trustees shall have power to insure loan exhibits against any risk.

6.404
(b)

The supervisors, for the purpose of maintaining, operating and superintending said memorial, and the purchase of objects of art, literary productions and other personal property, shall provide an amount sufficient for the maintenance, operation, and superintendence thereof; subject to the budget and fiscal provisions of this charter, and to that end shall levy a tax annually, the proceeds of which shall be credited to and deposited in a fund in the treasury of the city and county to be known as the "California Palace of the Legion of Honor Fund," and shall be used exclusively for the purposes thereof.

3.624

It is the intention that the administration and control of the California Palace of the Legion of Honor shall be continued with the powers granted and under the conditions imposed by the terms of the donation and accepted by the city and county. [Amended, 1943; 1952]

M. H. de Young Memorial Museum

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SECTION 51. The M. H. de Young Memorial Museum shall be known as such in perpetuity. The museum and the grounds set aside therefor shall be under the management, superintendence, and operation of a board consisting of eleven trustees, of which the mayor and the president of the park commission shall be ex officio members. All vacancies occurring in said board shall be filled by the vote of a majority of the remaining members thereof. The number of trustees may be increased from time to time as needed, provided that at no time shall the total number of trustees exceed seventeen. The trustees in office at the time, shall, in their discretion, determine the need for additional trustees. Upon making such determination, the additional trustees shall be elected by the vote of the majority of the board then in office. None of said trustees shall receive any compensation for his or her services.

of Trustees

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The board shall have exclusive charge of the said memorial museum, the lands set aside therefor, and its affairs, and of all real and personal property thereunder belonging, or which may be acquired by loan, purchase, gift, devise, bequest, or otherwise, when not inconsistent with the terms and conditions of the loan, gift, devise, or bequest. The trustees shall have power to insure

loan exhibits against any risk. The park commission shall maintain and care for the grounds of this memorial museum, and shall furnish the moneys for the necessary repair and embellishment of the grounds and unoccupied parts.

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The board of trustees shall have the power to maintain, repair or reconstruct existing buildings and construct new buildings and to make and enter into contracts relating thereto, subject, however, to the budget and annual appropriation ordinance. The supervisors, subject to the budget provisions of this charter, shall, for the purpose of maintaining said memorial museum, include in each annual budget of city and county expenditures an amount sufficient for the maintenance, operation and superintendence thereof, not less than forty thousand dollars (\$40,000) in each annual budget, and such additional amount as is necessary to take care of the increased demand for help, buildings, repairs, and care of said memorial museum. Such amount shall be credited to and deposited in the fund in the treasury of the city and county to be known as the "M. H. de Young Memorial Museum Fund." The board shall meet for its purposes at least once in three months, and at such other times as the president or any three members thereof may appoint, in a place to be provided for the purpose. It shall appoint a director, curators and a secretary who shall hold office at its pleasure. It shall appoint such other assistants and employees as may be necessary, who shall be subject to the civil service and salary standardization provisions of this charter, ~~who shall be employed, or who may be on military leave of absence from employment on the effective date of this amendment and who have been continuously employed for one year immediately preceding such date of such military leave of absence shall be continued in their respective positions as if appointed thereto after examination and certification from a civil service list of eligibles and thereafter shall be governed by and subject to the civil service provisions of this charter.~~ The secretary shall keep a full account of all property, money, receipts and expenditures and a record of all its proceedings, and shall file annually a report with the controller.

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It is the intention that the administration and control of the M. H. de Young Memorial Museum shall be continued with the powers granted and under the conditions imposed by the terms of

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(the donations and accepted by the city and county. [Amended, 1943; 1948])

California Academy of Sciences

SECTION 52. The management, superintendence, and operation of all buildings and other improvements heretofore or hereafter erected by or under the authority of the California Academy of Sciences, a non-profit corporation organized under the laws of the State of California for the promotion of science, on any property owned or controlled by the ~~park commission of the City and County of San Francisco~~ ^{recreation and}, shall be in charge and under the direction of said California Academy of Sciences. The buildings and improvements hereby referred to include, without limitation, the Steinhart Aquarium, the original Natural History Museum and the Simson African Hall, located in Golden Gate Park and

erected by or under the authority of the California Academy of Sciences, together with the ^{additions thereto for the purpose of housing, among other things, the} Alexander F. Morrison Planetarium, and a ^{auditorium,} erected by said California Academy of Sciences.

In addition to all other approvals required by law, plans for all proposed buildings and improvements, including any additions, must be approved by the ~~park commission and the art commission~~ ^{recreation and}. The ~~park commission~~, notwithstanding any provisions of the charter to the contrary, is hereby authorized, subject to approval by the board of supervisors by ordinance, to set apart from time to time such portions of property under its control, as may be required for such buildings and improvements, sufficient grounds being allotted to secure the safety of the same from fire. The erection of buildings or additions to buildings shall not be started by the California Academy of Sciences until it shall have submitted a statement satisfactory to the ~~park commission~~ of its ability to finance the proposed work to completion. All buildings and improvements heretofore or hereafter erected by or under the authority of said California Academy of Sciences in or on property owned or controlled by the City and County of San Francisco are and shall become the property of the City and County of San Francisco, but said buildings and improvements and all persons employed therein or thereabout shall be used and controlled exclusively by the said California Academy of Sciences under such

proper rules and regulations as it may prescribe, subject, however, to the charter provisions relating to civil service and salary standardization with respect to employees of the city and county. The board of supervisors shall, by ordinance, prescribe the insurance to be furnished by the California Academy of Sciences to save the city and county harmless from claims for damages to persons or property arising from the construction or use of any of said buildings. ~~No fees shall be charged for admission to said buildings or improvements, except that reasonable and appropriate charges may be made by said California Academy of Sciences for admission to or use of the said proposed Alexander F. Morrison Planetarium and proposed auditorium.~~ Particular buildings or improvements or portions thereof may be named in memory of persons designated by said California Academy of Sciences.

Not later than the first day of April in each year the California Academy of Sciences shall file with the mayor and the board of supervisors a statement for the last fiscal year of its expenses and income in connection with the use and operation of each of the buildings included herein.

Funds necessary for the maintenance, operation, and continuance of said Steinhart Aquarium shall be furnished by the city and county to said California Academy of Sciences. The board of supervisors is empowered to furnish to said California Academy of Sciences such funds as the board shall deem proper for the maintenance, operation, and continuance of any or all other of said buildings and improvements heretofore or hereafter erected. Such funds shall be appropriated in accordance with the budget and fiscal provisions of this charter.

All positions in said buildings and improvements for which funds shall be furnished by the city and county, as aforesaid, shall be held by employees of the city and county, with the exception of the director, the secretary of the board of trustees of said California Academy of Sciences, the curators and other scientific and professional personnel, and occupants of part-time positions for which a total compensation of less than \$80.00 per month is provided by the city and county, inclusive of allowance for maintenance and other incidental benefits. ~~Any occupant of a position or employee on military leave from a position in any of said buildings or improvements, which position is not within the exceptions hereinabove, or was not heretofore subject to the civil service pro-~~

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visions of the charter, who shall on the effective date of this amendment, be a citizen of the United States, and have been employed in such position for one year immediately prior to said effective date, shall be continued in such position by said city and county on said date, in accordance with the civil service classification of positions as if appointed thereto after examination and certification from a list of eligibles, and shall be governed thereafter by the civil service provisions of the charter. Each such occupant or employee so employed and each such person on military leave shall, for purposes of civil service seniority be deemed to have been appointed to such position by the city and county upon the date of commencement of his occupancy thereof; provided that if such date is prior to January 16, 1945, the date of commencement of such occupancy shall for purposes of civil service seniority be deemed to be January 16, 1945. Positions held by employees of the city and county at said buildings and improvements shall be subject to the civil service provisions of this charter and the compensation thereof shall be subject to the salary standardization provisions of this charter, in like manner and extent in all respects as positions and compensations of employments in the city and county service generally, notwithstanding anything to the contrary contained in the charter or ordinances of said city and county. The chief administrative officer shall be the appointing officer as provided in this charter.

Nothing herein contained shall abrogate any trust under and by which any property of said California Academy of Sciences has been or shall hereafter be accepted by the city and county or under and by which it is now or shall hereafter be held. [Amended, 1945; 1946; 1948]

Section 52.1. Notwithstanding the provisions of section 52 and subject to the approval of the Board of Supervisors, reasonable and appropriate charges may be made by the California Academy of Sciences for admission to or use of the buildings or improvements erected by or under the authority of the California Academy of Sciences in or on property owned or controlled by the city and county.

JUDICIAL DEPARTMENTS

Municipal Court

SECTION 53. The powers and duties of the municipal court of the city and county shall be as established by the constitution and general law, and said municipal court shall be as constituted and regulated by this charter, except as otherwise provided by general law. The compensation of said judges shall be in full for all services, and any fees required to be collected by law by the municipal court or the clerk thereof shall be paid into the treasury of the city and county. No judge of the municipal court shall practice law in or out of court during his continuance in office.

The presiding judge shall supervise and direct the work of the clerk of the municipal court, and shall be responsible for the proper keeping of records and making of reports by the clerk. [Amended, 1949. See Sec. 11, Art. VI of the Constitution]

Municipal Court Regulations and Reports

SECTION 54. The judges of the municipal court shall meet at least once in each month, and at such other times as the presiding judge may require, and shall prescribe rules and regulations not inconsistent with general laws as are necessary and proper for the advancement of justice and prevention of delay in the business of the court.

Not later than the tenth day of each month, the presiding judge, through the clerk of the municipal court, shall file with the board of supervisors a consolidated report of the business of the court and the judges thereof for the preceding month. Copies of such reports shall be filed with the city attorney, the district attorney, the chief of police and the clerk of the municipal court. In January of each year, the presiding judge, through the clerk, shall file a similar report covering the preceding calendar year. The board of supervisors may cause copies of such annual reports to be printed for free distribution to citizens who request them.

Clerk of the Municipal Court

SECTION 55. The clerk of the municipal court shall be appointed by the judges of the court, and shall hold office at their

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4.102 pleasure. The clerk shall appoint, subject to the civil service provisions of this charter, such clerks, stenographers, interpreters and other personnel as may be authorized by appropriation ordinances of the board of supervisors; provided, however, that the sheriff shall, on the order of the court, detail necessary bailiffs to the civil departments thereof, and shall execute the orders and processes issued by the court. The salaries of the clerk and the personnel of the clerk's office shall be fixed by the board of supervisors, as provided by this charter for other city and county employees. The clerk shall have charge, superintendence and control of said office and the personnel thereof, and be responsible for records and reports incidental to the business of the court. He shall have the powers and duties prescribed by general law not inconsistent with this charter.

Superior Court Appointments

4.103 SECTION 56. The powers and duties of the superior court are prescribed by state law. The board of supervisors shall provide for the maintenance of the superior court in accordance with the fiscal provisions of this charter. [Amended, 1949. See Sec. 204e, Code of Civil Procedure]

The San Francisco Law Library

4.104 SECTION 57. The San Francisco Law Library, established under an act of the Legislature approved March 9, 1870, shall be under the management and control of the board of trustees, which shall consist of seven appointive members of the San Francisco bar, and the mayor, the presiding judge and the three judges of the appellate department of the superior court, ex officio. The board of trustees holding office at the time this charter shall go into effect shall continue as the board of trustees of said library. All vacancies on said board shall be filled by said board.

The board of trustees shall appoint and at its pleasure may remove a librarian, who shall be its executive officer, and such assistants as are necessary for the proper conduct and operation of the library. The salaries of the librarian and the assistants and employees shall be fixed by the board of supervisors as provided by this charter for other city and county employees.

The supervisors shall provide suitable and sufficient quarters for the law library, fit up and furnish the same and provide for the supply of necessary light, heat, stationery and other conveniences. The library shall be so located as to be readily accessible to the judges and the officers of the court.

The county clerk and the clerk of the municipal court shall collect the fees provided for law libraries by general law and the fees so collected by such officers or by any officers under any other provisions of the law shall be paid to the treasurer of the law library monthly, and shall constitute a law library fund to be expended by the law library trustees in the purchase of books and periodicals, and in the establishment and maintenance of the law library.

The judiciary, city, county and state officials, members of the bar and all inhabitants of the City and County of San Francisco shall have free access, use and enjoyment of the law library, subject to rules and regulations of the board of trustees.

Probation Boards

SECTION 58. The adult probation committee and the juvenile probation board or committee shall continue to exercise their respective powers and duties as fixed by state laws, except as in this charter otherwise provided.

4.105 The superior court judges of the city and county presiding in the department or departments for the hearing and disposition of criminal cases and proceedings shall, by order entered in the minutes of the court in the criminal department or departments hereof, appoint the adult probation officer.

A majority of the superior court judges of the city and county hall, by order entered in the minutes of the court in the department of the presiding judge, appoint the chief probation officer of

the juvenile court, such appointment to be based on specified professional qualifications to be established and published by a majority of the judges of the superior court.

The chief probation officer of the juvenile court may be removed only by a vote of a majority of the judges of the superior court. The chief probation officer, prior to his removal, may request a hearing before a committee of five judges appointed by the presiding judge.

The adult probation officer shall appoint such assistants, deputies and employees as may be allowed or provided by the board of supervisors, subject to confirmation by the adult probation board or committee created by state law.

4.105 The chief probation officer of the juvenile court shall appoint such assistants, deputies and employees as may be allowed or provided by the board of supervisors, subject to confirmation by the juvenile probation board or committee created by state law.

The salaries of the adult probation officer, the chief probation officer of the juvenile court, their assistants, deputies and employees shall be fixed by the board of supervisors in the same manner as for other officials and employees of the city and county.

The adult probation officer, the chief probation officer of the juvenile court and their assistants and deputies shall have the powers conferred upon adult probation officers, probation officers of the juvenile court, their assistants and deputies, by the laws of the State of California; and they shall perform all of the duties prescribed by such laws, and such additional duties as may be prescribed by ordinances of the board of supervisors.

The civil service provisions of this charter shall apply to and govern the assistants, deputies and employees of the adult probation officer and of the chief probation officer of the juvenile court. For purposes of this charter the adult probation officer shall be the appointing officer as to his assistants, deputies and employees, subject to confirmation as aforesaid; and the said chief probation officer of the juvenile court shall be the appointing officer as to his assistants, deputies and employees, subject to confirmation as aforesaid.

Any person who has served as an assistant, deputy or employee of such adult probation officer or of such chief probation officer

of the juvenile court, or in the probation department of the city and county for a continuous period of one year immediately prior to the time this charter shall go into effect, and who shall be actually serving as such assistant, deputy, or employee at that time, is hereby declared to be appointed within the civil service provisions of this charter to the office or position in which he may then be serving; and shall be entitled to all the benefits of this charter thereafter.

The pension and retirement provisions of this charter shall apply to and govern the adult probation officer, the chief probation officer of the juvenile court, their assistants, deputies and employees. [Amended, 1969]

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CHIEF ADMINISTRATIVE OFFICER

SECTION 59. The mayor shall appoint a qualified person as chief administrative officer, subject to confirmation and approval by the board of supervisors. The appointee shall have been a resident of the State of California for at least five years immediately preceding his appointment. The requisite qualifications of such appointee shall be administrative and executive ability and experience for the position to be filled. %

He shall be subject to suspension and removal in the same manner as elective officers. He shall also be subject to removal by a vote of not less than two-thirds of the board of supervisors, on the basis of written charges, and, if he so request, only after a public hearing on such charges before the board of supervisors not less than five days nor more than fifteen days after the filing thereof, and prior to the date on which the supervisors shall vote on the question of his removal, but on the filing of written charges, and pending and during such hearing, the supervisors, by majority vote, may suspend him from office. The written charges and any reply thereto by the chief administrative officer shall be entered at length in the journal of the board of supervisors. The action of the board of supervisors in removing the chief administrative officer shall be final. [Amended, 1962]

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Powers and Duties of Chief Administrative Officer

SECTION 60. The chief administrative officer shall be responsible to the mayor and to the board of supervisors for the administration of all affairs of the city and county that are placed in his charge by the provisions of this charter and by ordinance, and to that end he shall have power and it shall be his duty to exercise supervision and control over all administrative departments which are under his jurisdiction; to appoint the heads of departments under his control and the members of advisory and

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3.261 other boards provided by this charter or by ordinance to be appointed by the chief administrative officer; to prescribe general rules and regulations for the administrative service under his control; to have a voice but no vote in the board of supervisors, with the right to report on or to discuss any matter before the said board concerning the affairs of the departments in his charge; to make such recommendations and propose such measures to the mayor, the board of supervisors, or committees thereof, concerning the affairs of the city and county in his charge as he may deem necessary; to coordinate the functioning of the several departments of the city and county charged with powers and duties relating to control of traffic; and to provide for the budgeting and control of publicity and advertising expenditures of the city and county.

The chief administrative officer may designate an officer or an employee in any department under his jurisdiction to exercise the powers and perform the duties of any county office not specifically designated by this charter.

The chief administrative officer may designate the recorder to exercise the powers and perform the duties of the registrar of voters and to occupy the offices of registrar of voters and recorder, receiving a single salary therefor to be fixed in accordance with the salary standardization provisions of this charter. [Amended, 1948]

Administrative Departments Under Chief Administrative Officer

3.510 SECTION 61. ~~From and after twelve o'clock noon on the 8th day of January, 1932,~~ the functions, activities and affairs of the city and county that are hereby placed under the direction of the chief administrative officer by the provisions of this charter, and the powers and duties of officers and employees charged with specific jurisdiction thereof, shall, subject to the provisions of section 2 and section 20 of this charter, be allocated by the chief administrative officer, among the following departments:

Department of Finance and Records, which shall include the functions and personnel of the offices of tax collector, registrar of

voters, recorder, county clerk and public administrator, and shall be administered by a director of finance and records who shall be appointed by the chief administrative officer and hold office at his pleasure. The public administrator shall appoint and at his pleasure may remove an attorney. He may also appoint such assistant attorneys as may be provided by the budget and annual appropriation ordinance.

Purchasing Department, which shall include the functions and personnel of the bureau of supplies, the operation of central stores and warehouses, and the operation of central garages and shops, and shall be administered by the purchaser of supplies who shall be appointed by the chief administrative officer and shall hold office at his pleasure.

Real Estate Department, which shall include the functions and personnel of the office of the right-of-way agent ~~as established in the charter and operating at the time this charter shall go into effect~~, and also the control, management and leasing of the exposition auditorium.

Department of Public Works, which shall include the functions and personnel of the department of public works, ~~as established at the time this charter shall go into effect, with the exception of functions and personnel which are established by this charter under the management, direction and control of the public utilities commission~~, and which department shall also include the functions and personnel of the telephone exchange. This department shall be administered by the director of public works, who shall be appointed by the chief administrative officer and shall hold office at his pleasure.

Department of Electricity, which shall include the functions and personnel of the department of electricity ~~as established at the time this charter shall go into effect~~. The department shall be administered by a chief of department who shall, from and after twelve o'clock noon on the 8th day of January, 1932, to the powers and duties of the joint board of fire and police commissioners composing the joint commission in charge of the department of electricity, at which time the joint commission shall be abolished.

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3510 The premises of any person, firm or corporation may, for the purpose of police or fire protection, be connected with the police or fire signal or telephone system of the city and county upon paying a fair compensation for such connection and the use of the same, provided that any such connection shall require the approval of the chief of the department of electricity and shall not in any way overload or interfere with the proper and efficient operation of the circuit to which it is connected. The conditions upon which such connection shall be made and the compensation to be paid therefor shall be fixed by the board of supervisors by ordinance upon the recommendation of the chief of the department.

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Department of Public Health, which shall include the functions, institutions and personnel of the department of public health as existing at the time this charter shall go into effect. Said department shall be administered by a director of health, who shall be a regularly licensed physician or surgeon in the State of California, with not less than ten years' practice in his profession immediately preceding his appointment thereto. He shall be appointed by the chief administrative officer and shall hold office at his pleasure, provided that the incumbent health officer at the time this charter shall go into effect shall be deemed appointed to such office. The director of public health shall have and continue the powers and duties of the health officer and the board of health, from and after twelve o'clock noon on the 8th day of January, 1932, at which time the terms of members of said board shall terminate, and such board as theretofore existing shall be abolished.

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The chief administrative officer shall have power to appoint and to remove an assistant director of public health for hospital services, who shall be responsible for the administrative and business management of the institutions of the department of public health, including, but not limited to, the San Francisco General Hospital, Laguna Honda Home, Hassler Health Home, and the Emergency Hospital Service, and who shall be exempt from the civil service provisions of the charter. The position of assistant director of public health for hospital services shall be held only by a person who possesses the educational and administrative qualifications and experience necessary to manage the institutions of the department of public health.

The director of public health shall have power to appoint and remove an administrator of San Francisco General Hospital, who shall be exempt from the civil service provisions of the charter, provided that the person who has performed the duties of administrator continuously for one year immediately prior to the effective date of this amendment and who on said date shall be performing said duties shall be deemed appointed to such position and shall not be subject to removal except for cause under the procedures set forth in section 54 of the charter. The position of administrator shall be held only by a physician or hospital administrator who possesses the educational and administrative qualifications and experience necessary to manage the San Francisco General Hospital.

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Health Advisory Board. There is hereby created a health advisory board of seven members, three of whom shall be physicians and one a dentist, all regularly certificated. Members of the board shall serve without compensation. They shall be appointed by the chief administrative officer for terms of four years; provided, however, that those first appointed shall classify themselves by lot so that the terms of one physician and one lay member shall expire in 1933, 1934 and 1935, respectively, and the term of one members in 1936.

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Such board shall consider and report on problems and matters under the jurisdiction of the department of public health and shall consult, advise with and make recommendations to the director of health relative to the functions and affairs of the department. The recommendations of such board shall be made in writing to the director of health and to the chief administrative officer.

Coroner's Office, which shall include the functions and personnel of the existing office of coroner as established at the time this charter shall go into effect.

County Agricultural Department, which shall be administered by a county agricultural commissioner and shall include functions established by state law and those assigned to it by or in accordance with provisions of this charter.

PUBLIC WELFARE DEPARTMENT

§ 61

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Department of Weights and Measures, which shall include the functions and personnel of the office of scaler of weights and measures as established at the time this charter shall go into effect. [Amended, 1949; 1961; 1968]

SECTION 61.1 Subdivision 1. There is hereby established a public welfare department. This department shall consist of a welfare commission of five members, a director of public welfare, and such employees and assistants as may be necessary to carry out the work and functions of said department.

Subdivision 2. The members of the welfare commission shall be appointed thereto by the mayor and shall be selected for their respective positions on the basis of their interest in and understanding of the problems of public welfare. The members of said commission shall serve without compensation and no person shall be eligible to serve on said commission while holding a salaried public office, position or employment.

Subdivision 3. The term of office of the members of the said commission, subject to the provisions hereof relative to removal and the terms of the first members of the commission, shall be four years. ~~Within thirty days after this amendment shall become effective~~ the mayor shall appoint five members to said welfare commission, one member to be appointed for a term to expire on the 15th day of January, 1938; one for a term to expire on the 15th day of January, 1939; one for a term to expire on the 15th day of January, 1940, and two for terms to expire on the 15th day of January, 1941; and upon the expiration of the terms of each of said members of said commission so appointed the mayor shall fill the vacancy arising by reason of the expiration of said term by the appointment of a member to said commission for a term of four years. Vacancies occurring in the membership of said commission shall be filled by an appointment to be made by the mayor for the unexpired term of said person in whose place said appointment is made; and when the term of any member of said commission shall expire, then said appointment shall be made for the full period of four years from the date of the expiration of the term. All vacancies shall be filled within thirty days of the occurrence thereof.

Subdivision 4. Members of the commission shall be subject to removal from office by the mayor for cause, but only upon written charges made and signed by the mayor, copy of said charges to be served upon the offending commissioner; and said charges shall be

*social services

heard by the mayor and on said hearing of said charges the said commissioner so charged shall have the opportunity to appear and to be heard.

3.570 Subdivision 5. The commission shall be a policy-determining and supervisory body and shall have all the powers provided for in section 19 of the charter.

3.571 Subdivision 6. The commission shall appoint and, subject to the budgetary provisions of this charter, fix the salary of a director of public welfare who shall serve at the pleasure of said commission and shall not be subject to the civil service provisions of the charter. Said director shall possess qualifications and experience essential to the conduct of a complete program of public welfare. Said director shall be the chief executive of the department and shall have all the powers provided for chief executives as set forth in section 20 of the charter. He shall be responsible for the enforcement of the rules and regulations of the commission and, upon the recommendation of the commission, shall have the power to establish such divisions and bureaus as may be necessary for the administration of relief and welfare in the City and County of San Francisco.

3.572 Subdivision 7. All employees in the public welfare department, with the exception of the director thereof, shall be subject to the civil service provisions of the charter and, subject to said provisions, the director of public welfare may employ such employees as may be necessary for the carrying out of the work and functions of the department. The functions and duties of the county welfare department as established and existing at the time this amendment shall go into effect shall be transferred and shall be included in the public welfare department and the personnel of said county welfare department shall be so transferred and shall hold their respective positions under the same conditions and upon the same tenure as the same were held in the county welfare department. The functions of the Citizens' Emergency Relief Committee appointed pursuant to Ordinance No. 19,07120 shall be transferred to said public welfare department.

In all cases where there are no civil service lists available from which any position existing under the Citizens' Emergency Relief Committee, at the effective date of this amendment, can be filled, examinations shall be held by the civil service commission within

six months after said date to establish a list or lists of eligibles to fill said positions. Any person who has served under the general supervision of the Citizens' Emergency Relief Committee for a period of one year continuously next prior to the effective date of this amendment and who shall actually be employed under the supervision of said Citizens' Emergency Relief Committee on said date shall, upon obtaining a passing mark on any examination held by said civil service commission for his position, be allowed an additional credit of five per cent (5%) in making up the list of eligibles secured by such examination. The civil service commission shall be allowed a period of six months from the effective date of this amendment within which to classify or reclassify, or hold examinations for eligible lists for the positions now existing under said Citizens' Emergency Relief Committee, and, pending the classification of said positions and the holding of examinations therefor, where the same is necessary, the incumbents in said positions shall be entitled to continue in their positions and receive the compensation provided by law for their services.

Subdivision 8. Said public welfare department shall exercise all of the functions exercised by the county welfare department and by the Citizens' Emergency Relief Committee at the same time this amendment is approved by the Legislature of the State of California and shall perform such other duties and have such other functions as may be authorized by the board of supervisors of the City and County of San Francisco or required by the government of the United States or the State of California or any department or agency thereof. [New section, 1937]

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CONTROLLER

Controller—Appointment and Removal

SECTION 63. There shall be a controller, who shall be appointed by the mayor, subject to confirmation and approval by the board of supervisors. Such appointment shall be made solely on the basis of qualifications by training and experience for the position to be filled. He may be removed by the supervisors by a two-thirds vote. He shall receive an annual salary of ten thousand dollars (\$10,000). [~~Salary of controller now subject to Section 151-1-1~~]

The incumbent in the office of auditor on the 7th day of January, 1932, provided he has held such office for one year continuously prior thereto, shall be deemed appointed at his existing salary under the civil service provisions of this charter, to the position of county accountant, which position is hereby created.

General Powers and Duties of Controller

SECTION 64. The controller shall be the successor of the auditor, and shall have the powers and duties of a county auditor, except as in this charter otherwise provided. He shall be the auditor and chief accounting officer of the city and county, and shall exercise general supervision over the accounts of all officers, commissions, boards and employees of the city and county charged in any manner with the receipt, collection or disbursement of city and county funds or of other funds, in their capacity as city and county officials or employees. He shall have the power and duty of prescribing the method of installing, keeping and rendering accounts of, and the financial reports to be rendered by, the several officers, boards and employees of the city.

The controller shall keep accounts showing the financial transactions of all departments, offices and other subdivisions of the city and county. Such accounts and the accounting procedure shall be adequate to record (a) all budgeted revenues and appropriations, together with additions or transfers thereto, and to show at all times the amount of encumbrances, expenditures or transfers therefrom, and the balances therein; (b) all revenues accrued and liabilities incurred; (c) all cash receipts and disbursements; and (d), in general, all transactions affecting the acquisition, custody or disposition of values.

§ 62

DEPARTMENT AND BUREAU HEADS—CONTINUED

Certain Officers Made Subject To Civil Service Provision of Charter

SECTION 62. Offices heretofore elective which are, by the provisions of this charter, made appointive, shall come within the civil service provisions of this charter and any incumbent in any such office at the time this charter became effective on January 8, 1932, shall, if he has held such office for one year continuously prior thereto, be deemed appointed to such position, at his then existing salary, under the civil service provisions of this charter, and thereafter shall hold office under such provisions; provided that such salaries so continued shall apply only to such incumbents as long as they legally hold such positions and, on the appointment of a successor to any such incumbent, the salary of such position shall be subject to the salary standardization provisions of this charter.

Other positions as heads of departments, bureaus, offices or institutions which have heretofore been exempt from charter civil service provisions, are hereby declared to be subject to the civil service provisions of this charter unless specifically exempted, and any incumbent in any such position at the time this charter became effective on January 8, 1932, shall, if he has held office for one year continuously prior thereto, be deemed appointed to such position under the civil service provisions of this charter and thereafter shall hold office under such provisions. [Amended, 1946]

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3.596 Subject to the provisions of this section, the public utilities commission shall maintain separate accounts for each utility in such manner as to exhibit exact and complete financial results of ownership, management and operation; the actual cost of each utility; all costs of maintenance, extension and improvement; all operating expenses of every description; the general expenses of the commission and bureaus thereof apportioned to each such utility; the amount paid or set aside for depreciation, insurance, interest and sinking fund; and estimates of the amount of taxes that would be chargeable against such property and the revenue thereof if privately owned and operated. All accounts shall be maintained in accordance with forms and requirements of the state railroad commission for public utilities engaged in like character of service, in so far as these shall be applicable to publicly owned and operated utilities.

3.301 It shall be the duty of the controller to determine, where practicable, the unit cost of work done by the city and county for the purpose of determining whether similar work could be done under public contract at a lower cost. The controller shall devise adequate systems of internal check of all departments and offices of the city and county relative to the custody, collection or disbursement of moneys.

Cited in *Rand v. Collins* (1931) 214 Cal. 168, 4 Pac. (2d) 529.

Controller's Reports

3.302 SECTION 65. The controller shall annually make a complete financial report which shall be audited and distributed as provided in section 68 of this charter. The controller shall also make a quarterly report not later than the 25th day of the month succeeding the last preceding quarter, showing a summary statement of revenues and expenditures for the preceding quarter and for that portion of the fiscal year ending on the last day of such preceding quarter. Such statement shall include all general and funding accounts and shall be detailed as to assets, liabilities, income, expenditures, appropriations and funds, in such manner as to show the financial conditions of the city and county and of each department, office, bureau or division thereof, for that portion of the fiscal year to and including the preceding quarter, and with comparative figures for the similar period in the preceding fiscal year.

3.301- The controller shall at the same time prepare statements showing at the end of each quarter the cash position of the city and county (and the unencumbered balance in each fund). He shall also prepare quarterly for each of the several funds a summary of the resources available and estimated to be collectible, obligations authorized and estimated to be expendable, and surplus in such a manner as to show the estimated cash position of each fund at the end of the fiscal year. He shall also prepare monthly and transmit to all department heads concerned, reports showing the allowances, expenditures, encumbrances and unencumbered balances of each revenue and expenditure appropriation. A copy of each such quarterly report and special fiscal reports as requested, shall be transmitted to the mayor, the board of supervisors, the chief administrative officer, and kept on file in the controller's office. [Amended, 1935]

Audits by Controller

SECTION 66. The controller shall audit the accounts of all boards, officers and employees of the city and county charged in any manner with the custody, collection, or disbursement of funds. The controller shall audit monthly all accounts of money coming into the hands of the treasurer. He shall make an audit monthly of each departmental revolving fund authorized by this charter or by the board of supervisors.

3.303 When requested by the mayor, the board of supervisors, the chief administrative officer, or any board or commission for its own department, he shall audit the accounts of any officer or department, and on the death, resignation, removal, expiration of term or retirement of the head of any department or office, or any officer or employee charged with the receipt, collection or disbursement of money, shall make an audit of the accounts of such department, officer or employee.

Custody and Examination of Official Bonds

3.304 SECTION 67. The controller shall be the custodian of all official bonds excepting the bond of the controller, which shall be in the custody of the mayor. The controller must at least once in every

BUDGET AND FISCAL PROCEDURE

Budget Estimates

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3.304 { six months examine all official bonds and investigate the sufficiency and solvency of the sureties thereon, and forthwith report in writing the facts to the mayor. Upon receipt of such report, the mayor shall take such action as shall be necessary to protect the city and county, and may require new bonds and may suspend any officer or employee until a sufficient bond is filed and approved. The mayor shall make similar periodic examination of the controller's bond.

Annual Audits by Supervisors

3.305 { SECTION 68. The board of supervisors shall order an annual audit of the controller's books of accounts, records and transactions, to be made by one or more certified public accountants. The report of such auditor or auditors for the fiscal year shall be printed and a copy thereof furnished to the mayor, each member of the board of supervisors, the chief administrative officer, and the controller, and to such citizens as may apply therefor.

SECTION 69. The fiscal year for the city and county shall begin on the 1st day of July of each year. } 6.100

The budget estimate for every department and office of the city and county, whether under an elective or an appointive officer or a board or commission, and separately for each utility under the control of the public utilities commission, shall be filed by the executive of such department with, and shall be acted upon by, such board or commission. All budget estimates shall be compiled in such detail as shall be required on uniform blanks furnished by the controller. The public utilities commission and the board of education must hold public hearings on their respective budget proposals. Each such elective and appointive officer, board or commission shall, not later than the 1st day of February of each year, file with the controller for check as to form and completeness two copies of the budget estimate as approved.

The chief administrative officer shall obtain in ample time to pass thereon budget estimates from the heads of departments or offices subject to his control, and, after adjusting or revising the same, not later than the 1st day of February he shall transmit such budget estimates to the controller. } (2.20)

The controller shall check such estimates and shall upon his request, be furnished with any additional data or information. Not later than the 1st day of March of each year he shall consolidate such budget estimates and transmit the same to the mayor.

He shall at the same time transmit to the mayor a summary and recapitulation of such budget estimates, segregated by separate departments or offices and units thereof, or by purposes for non-departmental expenditures, and arrange according to classification of objects of expenditure, as required by the controller, to show the amount of proposed expenditures and estimated revenues in comparison with the current and previous fiscal year's expenditures and revenues.

He shall submit at the same time (1) statements showing revenues and other receipts, including the estimated unencumbered surplus in any item or fund at the beginning of the ensuing fiscal

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6.200 year, segregated according to specific or general purposes to which such revenues or receipts are legally applicable, for the last complete fiscal year and for the first six months of the current fiscal year, with estimates thereof for the last six months of the current fiscal year, together with estimates of such revenues and receipts for the ensuing fiscal year; (2) statements of the amounts required for interest on, and sinking fund or redemption of, each outstanding bond issue, and for tax judgments, and other fixed charges, together with estimates of interest required on bonds proposed to be sold during the ensuing fiscal year, and statements of the city's authorized debt, and judgments outstanding at the time the budget estimates are submitted.

6.203 The mayor shall hold such public hearings on these budget estimates as he may deem necessary and may increase, decrease or reject any item contained in the estimates excepting that he shall not increase any amount nor add any new item for personal services, materials, supplies or contractual services, but may add to the requested appropriations for any public improvement or capital expenditure; but he shall add to requested appropriations for any public improvement or capital expenditure only after such items have first been referred to the department of city planning and a report has been rendered thereon regarding conformity with the master plan. It shall be the duty of the department of city planning to render its reports in writing within thirty days after said referral. Failure of the department of city planning to render any such report in such time shall be deemed equivalent to a report. The budget estimates of expenditures for any utility, within the estimated revenues of such utility, shall not be increased by the mayor. [Amended, 1935; 1947; 1948]

Capital Improvement Program

SECTION 69.1. Each officer, board and commission shall annually on or before the first day of October, file with the depart-

ment of city planning a schedule describing all capital improvement projects which are proposed for inclusion in the budget for the ensuing fiscal year, together with a schedule of all capital improvement projects which in the opinion of such officer, board or commission should be undertaken in the five succeeding years.

The department of city planning shall prepare and submit to the mayor, the board of supervisors, the controller, and each officer, board, or commission concerned, on or before the 20th day of January, a report recommending a program of capital improvements based on the projects submitted.

6.202 The report shall state whether each of the proposed capital improvement projects conforms to the master plan, and if conflict exists, the report shall give the particulars of the differences between the proposed capital improvement projects and the master plan; provided, however, that if any such capital improvement project does so conflict, it shall be the duty of the department of city planning, prior to the submission of its related report, to confer with the officer, board, or commission concerned for the purpose of modifying either the project plan or the master plan in an endeavor to eliminate conflict as far as may be possible.

The report shall also include the recommendations of the department of city planning for additional capital improvement projects and for the advance planning and acquisition of land necessary for the development of all capital improvement projects.

Requests for supplemental appropriations for capital improvement projects, which projects have not been previously submitted to the department of city planning, shall be subject to all of the provisions herein contained except time, and the department of city planning shall report on each such proposal within thirty days from the date that each such proposal is filed with it.

The board of supervisors shall not appropriate any money for any capital improvement project which has not been referred to and reported on by the department of city planning in accordance with the provisions of this section.

The department of city planning shall report to the board of supervisors within the time limits herein established. [New section, 1948; Amended, 1968]

Capital Improvement Projects — Bond Issues

SECTION 69.2. Whenever the capital improvement program recommended by the city planning commission pursuant to Section 69.1 contains a number of capital improvement projects with estimated costs of less than \$2,000,000 each and the board of supervisors by resolution adopted by two-thirds vote of all its members determines that public interest and necessity require the acquisition, construction or completion of more than one of such capital improvement projects to be specified in said resolution, but that the total estimated cost of said improvements will be too great to be paid out of the ordinary annual income and revenue of the city and county, and will require an expenditure greater than the amount allowed therefor by the annual tax levy and will require the incurring of a bonded debt, the board at any subsequent meeting may by a two-thirds vote of all its members pass an ordinance calling an election and ordering submission to the qualified voters of the city and county the single proposition of incurring a bonded indebtedness for the group of public improvements specified in said resolution. Such election shall be called and held in the same manner as other bond elections of the city and county. If the proposition receives the assent of two-thirds of the qualified electors voting in favor thereof, the bonded indebtedness may then be incurred for said group of public improvements. No proposition or propositions for incurring a bonded indebtedness shall be submitted to the voters at any one election pursuant to the provisions of this section where the total estimated cost of the group or groups of public improvements involved exceeds the sum of \$6,000,000.

The proceeds of the sale of bonds authorized at any such election (except premium and accrued interest received on the sale thereof) shall be applied exclusively for said group of public improvements, but in such amounts applicable to each thereof as the board of supervisors may from time to time determine, provided that as nearly as practicable each capital improvement project comprising a part of said group of public improvements shall be acquired, constructed and completed to the extent of funds then available therefor, which may be more or less than the original estimated cost of any capital improvement project comprised within said group of public improvements.

The provisions of the Municipal Bond Act of 1901, as amended,

presently codified as Article 1, Chapter 4, Division 4, Title 4, of the Government Code of the State of California authorizing the incurring and establishing the procedure for the creation of bonded indebtedness by cities shall, except as otherwise provided herein, be applicable to the creation of the bonded indebtedness authorized by this section. [New section, 1969]

Form of Budget Estimates

SECTION 70. The classification of proposed expenditures included in budget estimates shall be uniform for all departments, offices, bureaus, divisions and branches. The estimates shall include or be accompanied by the following information:

(1) An itemized estimate of the total expense of conducting each department, bureau, division, office or board for the ensuing fiscal year, together with a separate schedule of the proposed work program.

(2) Statements of the expenditures by items for the last complete fiscal year, and for the first six months of the current fiscal year, together with an estimate of probable expenditures by items for the last six months of the current fiscal year.

(3) The reasons for proposed increases or decreases, as compared with the current fiscal year, in any items of the proposed estimate.

(4) A schedule of positions and compensations showing any increases or decreases requested in the number of positions or rates of pay.

(5) Such other information as the mayor or the chief administrative officer may deem desirable.

Salary Deductions

SECTION 70.1. Whenever, in the judgment of the mayor and the board of supervisors, extraordinary economic conditions actually exist due to unemployment, fire, earthquake, flood or other calamity, which adversely affect the life, health and welfare of the citizens of the city and county or of any considerable portion thereof, the board of supervisors, by a three-fourths vote of all of its members, with the concurrence of the mayor, shall have power as follows, to-wit:

Sub. 1. To officially declare that a public emergency exists, and to fix the approximate anticipated time during which said emergency shall exist.

gency shall continue, provided that no such emergency shall be anticipated to continue beyond the end of the fiscal year during which the same is declared, unless such emergency be declared subsequent to the 1st day of January of said year, in which event the said emergency may be anticipated to continue until the end of the next succeeding fiscal year.

Sub. 2. To provide that while said emergency as declared shall continue to exist there shall be deducted from the gross salaries and compensations, exclusive of pension and retirement allowances, of each officer and employee of the City and County of San Francisco, including officers and employees of the board of education, not more than the respective amount hereinafter set forth. Said deductions shall be made on the basis of the salary and compensation rate of said several officers and employees which were in effect during the calendar month immediately preceding the month during which said emergency was declared and not reduced by this section.

If said salary and compensation deductions are not reflected in the annual budget and appropriation ordinances, as set forth in subdivision 3 of this section, the amount of said deductions shall be used for the purpose of meeting or alleviating the emergency which has been declared, or to balance any deficiency existing in the general funds of the city arising by reason of the delinquency in the payment of taxes or other revenue as compared with the anticipated revenues over the same period. Provided that where salaries or compensations are paid out of bond funds, utility funds, or other trust funds, which are not provided from the revenues of the city, all deductions made shall revert to the respective funds from which said salaries or compensations are paid.

The maximum deductions from the salary or compensation of each officer or employee heretofore referred to shall be as follows, to-wit:

(a) From the salaries or compensation of officers or employees whose gross earnings exceed \$100 per month and do not exceed \$120 per month, three (3) per cent of the amount of the gross monthly earnings of each of said officers or employees.

(b) From the salaries or compensations of officers or employees whose gross earnings exceed the sum of \$120 per month and do

not exceed the sum of \$150 per month, seven (7) per cent of the gross monthly earnings of each of said officers or employees.

(c) From the salaries or compensations of officers or employees whose gross earnings exceed the sum of \$150 per month, and do not exceed the sum of \$185 per month, ten (10) per cent of the gross monthly earnings of each of said officers or employees.

(d) From the salaries or compensations of all officers or employees whose gross earnings exceed the sum of \$185 per month, and do not exceed the sum of \$275 per month, twelve and one-half (12½) per cent of the gross monthly earnings of each of said officers or employees.

8.406 (e) From the salaries or compensations of all officers or employees whose gross earnings exceed the sum of \$275 per month, and do not exceed the sum of \$600 per month, fifteen (15) per cent of the gross monthly earnings of said officers or employees.

(f) From the salaries or compensations of all officers or employees whose gross earnings exceed the sum of \$600 per month and do not exceed the sum of \$834 per month, eighteen (18) per cent of the gross monthly earnings of each of said officers or employees.

(g) From the salaries or compensations of all officers or employees whose gross earnings exceed the sum of \$834 per month, twenty (20) per cent of the gross monthly earnings of each of said officers or employees.

(h) Provided, however, that no more than five and one-half (5½) per cent of the gross monthly earnings of per diem employees whose compensations are fixed on the basis of a five-day week shall be deducted from the salaries or earnings of any such employee.

Said deductions shall be made from said earnings or compensations in monthly or semi-monthly installments according to the time at which said salaries or compensations are paid, provided that where the earnings of any officer or employee are on an hourly or per diem basis deductions based on his total earnings for the month shall be deducted from the installment of said earnings paid for the last half of the month.

Sub. 3. Should any such emergency declared as herein pro-

vided be anticipated to continue into the next fiscal year following the one during which said emergency has been declared, the heads of all departments, the controller and the mayor, in preparing or submitting their respective annual budget estimates, shall base and estimate the net salaries and compensations to be paid to the officers and employees of their respective departments, or, in the case of the mayor and the controller, to be paid to the officers and employees of all departments, at amounts not to exceed the said salaries and compensations as reduced by the above-mentioned percentages on the above-mentioned salary and compensation rates, and the annual appropriation and salary ordinance shall fix said net salaries and compensation accordingly. When any emergency is declared after the annual budget is prepared or adopted, or after the annual appropriation or salary ordinances are enacted, and before the annual tax rate is fixed as provided by law, said budget and said appropriation and salary ordinances may be revised or reenacted, so that the deductions herein authorized to be made may be reflected in the amount of the tax levy.

8.406 Sub. 4. All of such deductions, whether made after the passing of the annual budget appropriation and salary ordinance or included therein, shall be deemed as temporary deductions from the salaries and compensations of said officers and employees, and shall be continued only during the anticipated period for which said emergency has been declared.

Sub. 5. In making the deductions herein provided for, the value of board, room and laundry or other maintenance furnished by the city and county to any officer or employee, when the same is made a part of his compensation by the civil service commission, shall be added to the monetary salary or compensation paid to said employee, and the amount of deductions from said salary or compensation shall be based on said monetary salary plus the value of said board, room and laundry or other maintenance, provided that no deduction shall be made for quarters furnished to any officer or member of the fire department.

Sub. 6. During the period that any emergency shall exist after being so determined as hereinbefore provided, the controller, with the approval of the mayor and the board of supervisors, may re-allocate any unencumbered balance, or any part thereof, to the credit of any department or office exclusive of moneys or appro-

8.406
 priations made or required to be made to any bond, bond interest, bond redemption, pension, utility, or trust fund, so that the same shall be available to meet the necessities of said emergency, irrespective as to whether the amount allocated to said department or office is fixed by this charter or is the result of a tax provided by said charter to be levied for said department. Should the period during which said emergency is anticipated to exist extend beyond the end of the fiscal year in which the same was declared to exist, the mayor, with the approval of the board of supervisors, may reduce the amount of any mandatory appropriation provided to be allocated to any office or department; or may reduce the amount of any tax provided by the charter to be levied for the support or maintenance of any department or office. Provided that no such deduction in appropriation, provided by this charter to be made to any department, or in the reallocation of funds, or reduction in the amount of said tax otherwise provided to be levied to produce funds for any department, shall be greater than is necessary to reflect the deductions in salaries provided in the section to be made by reason of said emergency.

The provisions of this section shall have precedence over conflicting provisions of this charter, but nothing herein contained shall adversely affect the rights of the officials and employees as set forth in section 71 of the charter, during the period when no public emergency exists. Contributions by the city and county and by members of the San Francisco City and County Employees' Retirement System to, and benefits, pension payments and allowances under said retirement system, shall be calculated on the basis of gross salaries and compensations of such members in the same manner and amounts as if no deductions from said gross salaries and compensations were made under this section.

~~obsolete~~
 Within ten days after this amendment becomes effective, the board of supervisors and the mayor shall officially declare, by resolution, that a public emergency exists in San Francisco within the meaning of this section; and that it is anticipated that said emergency will continue until the end of the fiscal year 1933-1934; and the deductions from salaries and compensations at the maximum rates herein provided shall be effective until the end of said fiscal year.

Should any emergency be declared pursuant to the provisions of this section, which will be effective after the end of the fiscal

year 1933-1934, which, in the judgment of the board of supervisors, will necessitate deductions from the salaries of the officers and employees of the city and county, over and above the amounts herein provided for, the board of supervisors, by unanimous vote of all of its members, and with the approval of the mayor, may authorize a further deduction from the salaries or compensations of any of said officers and employees by increasing the maximum deductions in this section provided for, up to and including an amount not to exceed twenty-five (25) per cent of said respective salaries or compensations as the same existed before any deduction by authority of this section. [New section, 1933]

Personal Service Estimates

SECTION 71. All increases in salaries or wages of officers and employees shall be determined at the time of the preparation of the annual budget estimates and the adoption of the annual budget and appropriation ordinances, and no such increase shall be effective prior to the fiscal year for which the budget is adopted. Salary and wage rates for classes of employments subject to salary standardization, as in this charter provided, shall be fixed in the manner provided in this charter. Salary and wage rates for classes of employment not subject to salary standardization, exclusive of compensations fixed by this charter, shall be recommended by the officer, board or commission having appointive power for such employments, and fixed by the budget and the annual salary ordinance. ~~Salaries and wage rates for positions subject to such standardization shall be as recommended by the officer, board or commission having appointing power for such positions and fixed by the budget and annual salary ordinance; provided that the minimum compensation for employees subject to the civil service provisions of this charter shall be not less than fifty cents (50c) per hour or less than one hundred and six dollars (\$106) per month; and provided further that any increase~~

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sation paid as of January 1, 1931, to an incumbent who legally held a position in the city and county service at that time, shall not be reduced so long as such incumbent legally holds such position. No compensation other than the minimum as in this section provided shall be increased so as to exceed the salary or wage paid for similar services of like character and for like service and working conditions in other city departments or in private employments, nor so as to exceed the rate fixed for such service or position in the proposed schedule of compensations issued by the civil service commission under date of April 9, 1930, except as such proposed schedule or compensation is amended as provided in this charter, or extended by the civil service commission to include classification not included therein. [Amended, 1940]

Adoption of the Budget and the Appropriation Ordinance

6.208 SECTION 72. Not later than the 15th day of April in each year, the mayor shall transmit to the board of supervisors the consoli-

dated budget estimates for all departments and offices of, and the proposed budget for, the city and county for the ensuing fiscal year, including a detailed estimate of all revenues of each department and an estimate of the amount required to meet bond interest, redemption and other fixed charges of the city and county, and the revenues applicable thereto. He shall, by message accompanying such proposed budget, comment upon the financial program incorporated therein, the important changes as compared with the previous budget, and bond issues, if any, as recommended by him. 6.203

The mayor shall submit to the board of supervisors, at the time that he submits said budget estimates and said proposed budget, a draft of the annual appropriation ordinance for the ensuing fiscal year, which shall be prepared by the controller. This shall be based on the proposed budget and shall be drafted to contain such provisions and detail as to furnish an adequate basis for fiscal and accounting control by the controller of each revenue and expenditure appropriation item for the ensuing fiscal year. Upon submission it shall be deemed to have been regularly introduced, and together with the proposed budget, shall be published as required for ordinances.

The detail of the proposed budget to be published shall be as follows:

1. Total cost for conducting each department, bureau, office, board or commission for the ensuing fiscal year, segregated according to basic objects of expenditure for each. 6.204
2. A detail schedule of positions and compensations, showing any increases or decreases in any department or office.
3. A detail schedule of items for capital outlay.
4. The aforementioned consolidated estimates and schedules shall also include by items contained therein the following information:
 - (a) Expenditures for the last complete fiscal year.
 - (b) Estimated expenditures for the current fiscal year.
 - (c) Proposed increases or decreases as compared with the budget allowances for the current fiscal year.

The board of supervisors shall provide printed copies of the mayor's budget message and proposed budget thus prepared, in-

cluding comparative expenditures and revenues for the current and preceding fiscal years and other information transmitted therewith, for official use and public demand as requested.

The board of supervisors shall fix the date or dates, not less than five days after publication as in this section provided, for consideration of and public hearings on the proposed budget and proposed appropriation ordinance.

6.205 The board of supervisors may decrease or reject any item contained in the proposed budget, but shall not increase any amount or add any new item for personal services or materials, supplies, or contractual services, for any department, unless requested in writing so to do by the mayor, on the recommendation of the chief administrative officer, board, commission or elective officer, in charge of such department.

The board of supervisors may increase or insert appropriations for capital expenditures and public improvements, but shall do so only after such items have first been referred to the department of city planning and a report has been rendered thereon regarding conformity with the master plan. It shall be the duty of the department of city planning to render its reports in writing within thirty days after said referral. Failure of the department of city planning to render any such report in such time shall be deemed equivalent to a report.

The budget estimates of expenditures for any utility, within the estimated revenues of such utility, shall not be increased by the board of supervisors.

After public hearing, and not earlier than the 15th day of May, nor later than the 1st day of June, the board shall adopt the proposed budget as submitted or as amended and shall pass the necessary appropriation ordinance. If the appropriation ordinance as submitted by the mayor is amended by the supervisors, the appropriation ordinance shall be readvertised prior to final reading or passage, in the manner required for ordinances.

6.206 Any item in such appropriation ordinance except for bond interest, redemption or other fixed charges, may be vetoed in whole or in part by the mayor within ten days of receipt by him from the clerk of the board of supervisors of the ordinance as passed by the board, and the board of supervisors shall act on such veto not later than the 20th day of June.

The several items of expenditure appropriated in each annual appropriation ordinance, being based on estimated receipts, income or revenues which may not be fully realized, it shall be incumbent upon the controller to establish a schedule of allotments, monthly or quarterly as he may determine, under which the sums appropriated to the several departments shall be expended. The controller shall revise such revenue estimates monthly. If such revised estimates indicate a shortage the controller shall hold in reserve an equivalent amount of the corresponding expenditure appropriations set forth in any said annual appropriation ordinance until the collection of the amount as originally estimated is assured, and in all cases where it is provided by this charter that a specified or minimum tax shall be levied for any department the amount of the appropriation in any annual appropriation ordinance derived from taxes shall not exceed the amount actually produced by the levy made for said department. The controller in issuing warrants or in certifying contracts or purchase orders or other encumbrances, pursuant to section 86 of this charter, shall consider only the allotted portions of appropriation items to be available for encumbrance or expenditure and shall not approve the incurring of liability under any allotment in excess of the amount of such allotment. In case of emergency or unusual circumstance which could not be anticipated at the time of apportionment, an additional allotment for a period may be made on the recommendation of the department head and that of the chief administrative officer, board or commission and the approval of the controller. After the allotment schedule has been established or fixed, as heretofore provided, it shall be unlawful for any department or officer to expend or cause to be expended a sum greater than the amount set forth for the particular activity in the said allotment schedule so established unless an additional allotment is made, as herein provided.

6.300 Subject to the restrictions hereinbefore in this section included, the several amounts of estimated revenue and proposed expenditures contained in the annual appropriation ordinance as adopted by the board of supervisors shall be and become appropriated for the ensuing fiscal year to and for the several departments, bureaus, offices, utilities, boards or commissions, and for the purposes specified, and each department for which an expenditure appropriation has been made shall be authorized to use the money so

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6.300 } appropriated for the purposes specified in the appropriation ordinance, and within the limits of the appropriation. The appropriation ordinance shall constitute the authority for the controller to set up the required revenue and expenditure accounts. Appropriation items for bond interest, bond redemption, fixed charges and other purposes not appropriated to a specific department shall be subject to the administration of and expenditure by the chief administrative officer for the respective purposes for which such appropriations are made. [Amended, 1935; 1947; 1948]

Annual Salary Ordinance

6.207 } SECTION 73. The number and rates of compensation for all positions continued or created by the supervisors in adopting each annual budget, and each annual or supplemental appropriation ordinance, shall be established and enumerated in an ordinance continuing and creating positions in city and county departments and offices, and providing the rates of compensation therefor, which ordinance shall be passed or amended at the same time as the annual or supplemental appropriation ordinance is passed. Such ordinance shall be subdivided for each department or office and each organization subdivision thereof. The number of posi-

tions enumerated therein shall be segregated by classes according to the civil service classification of employments and the positions in any department or office under any such class shall not be listed individually or subdivided, except where necessary to show varying rates of pay for employments included in any such class. Rates of compensation enumerated shall be those established by salary standardization schedules, and shall not be listed for individuals or individual positions, except where the compensation of incumbents is higher than the rate fixed by salary standardization, which compensation shall not be reduced so long as the incumbents legally hold such positions. Notwithstanding the provisions of Section 13 of this charter with respect to amendment of sections of ordinances any change in the number of positions allowed for any department or office, and seniority or other compensation increases authorized as provided elsewhere in this charter for officers or employees, may be covered by amendment of the appropriate item or items of the ordinance herein referred to. The said ordinance shall constitute the legal basis for check by the civil service commission or the controller as to the legality of the creation of any position in the city and county service and the rate of compensation fixed therefor. [Amended, 1963]

Appropriations to Meet Utility Deficits

6.205 } SECTION 74. In the event the public utilities commission and the mayor shall propose a budget for any utility which will exceed the estimated revenue of such utility, it shall require a vote of two-thirds of all members of the board of supervisors to approve

Sup. 1933

such budget estimate and to appropriate the funds necessary to provide for the deficiency. Such budget of expenditures in excess of estimated revenues may be approved to provide for and include proposed expenditures for additions, betterments, extensions or other capital costs, in amount not to exceed three-quarters of one cent (\$.0075) on each one hundred dollars (\$100) valuation of property assessed in and subject to taxation by the city and county, provided that whenever tax support is required for additions, betterments, extensions or other capital costs the total provision for such purposes shall not exceed an amount equivalent to three-quarters of one cent (\$.0075) on each one hundred dollars (\$100) valuation of property subject to taxation by the city and county and provided further that proposed expenditures for additions, betterments, extensions or other capital costs in excess thereof shall require financing by authorization and sale of bonds. This section shall have precedence over section 127 of this charter and any other section deemed in conflict herewith. [Amended, 1957]

Departmental Revolving Funds

SECTION 75. The supervisors, on the recommendation of the mayor, in any proposed annual budget, may, in the approval of such budget and the annual appropriation ordinance therefor, establish departmental revolving funds to be used as petty cash funds for specific purposes and to be subject to settlement with, and audit by, the controller at least monthly, as provided in section 66. The mayor shall recommend and the supervisors shall establish revolving funds designated in this charter as the special election fund and the purchaser's revolving fund, and they shall respectively recommend and establish such revolving funds as may be necessary to facilitate the operation of each utility and institution of the city and county.

Appropriation Accounts — Designation of Funds

SECTION 76. Accounts shall be kept by the controller showing the amount of each class or item of revenue as estimated and appropriated in the annual appropriation ordinance, and the

amounts collected. Accounts shall also be kept by the controller of each expense appropriation item authorized by the board of supervisors. Every warrant on the treasury shall state specifically by title and number the appropriation item against which such warrant is drawn.

Each such revenue and expense account shall show in detail the amount of the appropriation or appropriations made therefor by the supervisors, the amount drawn thereon, the amount of encumbrance for purchase orders, contracts or other obligations therefore certified by the controller as against it, and the unencumbered balance to the credit thereof. This balance shall be the "unencumbered balance" as this term is used in this charter.

Transfers

SECTION 77. Upon written recommendation of the chief administrative officer, or board or commission for the use of which funds have been appropriated, and the approval of the mayor, the board of supervisors may transfer an unencumbered balance, or part thereof, of an appropriation made for the use of one department, to another. No such transfer shall be made of utility, bond school, pension or trust funds, except by way of loans as in this charter provided. On request of a department head and approval by the chief administrative officer, board or commission, respectively, and on the authorization of the controller, funds appropriated for a specific purpose of such department which become surplus may be transferred and used for another specific purpose within the department; provided, however, that such surplus shall not be transferred to a capital improvement project unless such project shall have been previously approved in accordance with the provisions of sections 69, 69.1, 72 or 116.1 of this charter. The controller shall prescribe the method to be used in making payments for inter-departmental services. [Amended, 1948]

6.305

Tax Levy

SECTION 78. On or before the 15th day of September of each year, the board of supervisors by ordinance shall levy a tax, the estimated proceeds of which, together with the total amount of receipts and revenues estimated to be received from all sources, will be sufficient to meet all appropriations made by the annual appropriation ordinance.

6.705

Revenue to meet current annual interest and redemption or sinking fund for outstanding bonds shall always be provided out of the tax levy; provided, however, that to the extent to which funds are appropriated by the public utilities commission, and available for annual interest and redemption or sinking fund on bonds issued for acquisition, construction or extension of any utility, no tax shall be levied therefor.

6.400
(c)

The tax levy shall not exceed the rate of one dollar and sixty-five cents (\$1.65) on each one hundred dollars (\$100) valuation of the property assessed in and subject to taxation by the city and county, exclusive of the following items: (1) State taxes; and taxes for the interest and sinking fund on bonded indebtedness of the city and county; (2) the cost of constructing, maintaining and improving (a) schools, (b) libraries, which tax shall not be less than four cents on each one hundred dollars, (c) parks and squares, which tax shall be not less than ten cents on each one hundred dollars, (d) playgrounds, which tax shall be not less than seven cents on each one hundred dollars, (e) for the art commission for the purpose of maintaining a symphony orchestra one-half cent on each one hundred dollars of said assessed valuation, (f) streets, sewers and buildings; (3) the cost of (a) elections, (b) civil service, which tax shall not be less than one-half cent on each one hundred dollars, (c) obligations imposed by state legislative or constitutional enactment and (d) obligations imposed by vote of the people of the city and county. [Amended, 1935]

Emergency Reserve Fund

SECTION 79. The tax rate may be fixed by the board of supervisors so as to produce, by a specifically designated rate, as recommended by the mayor in any proposed annual budget and the appropriation ordinance therefor, an amount necessary for an emergency reserve fund, which fund is hereby created, for the purposes of meeting any emergency as defined in sections 16 or 25 of this charter. Appropriations from such emergency reserve fund shall be made only on the recommendation of the department head concerned, the approval of the chief administrative officer or the board or commission in charge of such department, the recommendation of the mayor to the board of supervisors that such appropriation be made, and the vote of three-fourths of the board of supervisors.

The balance in said emergency reserve fund at the end of any fiscal year shall be maintained and carried forward in said fund.

The annual appropriation for said fund and the annual tax rate therefor shall not exceed one per centum of the amount of the levy required to meet all other expense appropriations unless and until the accumulated and unencumbered balance in said fund shall amount to a sum not to exceed three per centum of the tax levy required to meet all other expense appropriations in the then current fiscal year. The board of supervisors, on the recommendation of the mayor, may make appropriations to and may levy taxes for said emergency reserve fund in excess of said three per centum of the tax levy for all other purposes. [Amended, 1933]

Fund Balances—Supplemental Appropriations

SECTION 80. Unused and unencumbered appropriations or unencumbered balances existing at the close of any fiscal year in revenue or expense appropriations of the city and county for any such fiscal year, including such balances in revenue and expense appropriations provided under the provisions of section 78 of this charter for libraries, parks and squares, playgrounds and civil service in any such fiscal year, but exclusive of revenue or money required by law to be held in school, bond, bond interest, bond redemption, pension, trust, utility or other specific funds, or to be devoted exclusively to specified purposes other than annual appropriations, and together with revenues collected or accruing from any source during any such fiscal year, in excess of the estimated revenue from such source as shown by the annual budget and the appropriation ordinance for such fiscal year, shall be transferred by the controller, at the closing of such fiscal year, to a "cash reserve fund" which is hereby created and which may be used only in the manner authorized by section 81 of this charter; provided, however, that when the balance in said cash reserve fund shall equal ten (10) per centum of the current or the last preceding tax levy no such transfer shall be made by the controller except on the recommendation of said controller, the approval of the mayor and the authorization of the board of supervisors, by majority vote.

Such unused and unencumbered appropriations, balance and revenue collections in excess of revenue estimates, as hereinbefore in this section defined, when not transferred to the cash reserve fund as hereinbefore in this section required or authorized, shall be held as surplus.

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6.306 Such surplus shall be taken into account as revenue of the ensuing fiscal year; provided, however, that any such surplus created in the fiscal year 1933-34 or created or existing in any subsequent fiscal year may be appropriated by the board of supervisors at the last meeting of such board in any month, by means of an ordinance designated as a supplemental appropriation ordinance, on the recommendation of the chief administrative officer, or any board, commission or elective officer, respectively, and the approval and submission by the mayor of a supplemental budget estimate or request, in the same manner and subject to the same conditions, except time, as provided in this charter for the submission and approval of the annual budget and the appropriation ordinance.
[Amended, 1933]

Cash Reserve Fund and Temporary Loans
Tax Anticipation Notes

6.304 SECTION 81. The board of supervisors, by annual tax levy, may gradually build up the cash reserve fund authorized and created by the provisions of section 80 of this charter. Said fund shall be used exclusively (1) for the payment in any fiscal year of legally budgeted expenditures for such year in anticipation of the collection, after the close of such fiscal year, of legally collectible taxes and other revenues, as set forth in the budget and the appropriation ordinance for such fiscal year, and (2) for paying that portion of the authorized expenses of the city and county for any fiscal year, which, as certified to said board by the controller, becomes due and payable and must be paid prior to the receipt of tax payments for such fiscal year; provided, that such cash reserve fund shall not at any time exceed the estimated expenditures for the first five months of the then current fiscal year, less the amount of estimated revenues and receipts from sources other than tax rate revenues.

In the event that funds are not available in such a cash reserve fund to meet authorized expenditures of any fiscal year, the board of supervisors, on the recommendation of the controller and the mayor, and the written approval of the officer, board or commission responsible for the management and control of the fund from which it is proposed that the temporarily idle balances be transferred or loaned may, by ordinance, authorize the treasurer to make temporary transfers or loans for specified periods of idle

uncumbered balances in any fund in his custody, except a pension fund, at not less than the then current rate of interest paid by the banks to the city and county on city and county funds deposited with such banks. Such approval by the officer, board or commission concerned shall specify that the amount proposed to be transferred or loaned from such fund will not be needed for the purpose of such fund prior to the date specified for its return. The fund from which such transfer or loan is made shall be charged or encumbered with the amount of such transfer or loan and such amount shall not be considered as available in such fund for any other appropriation or encumbrance for which any expenditures or payments must be made prior to the date on which the transfer or loan is repaid. Any transfer or loan made as herein authorized during the first half of any fiscal year shall be repaid prior to the 1st day of January of said year, and any transfer or loan made during the remaining one-half of said fiscal year shall be repaid prior to the 15th day of May of said year. Such loans shall be secured by and made solely in anticipation of the collection of taxes levied or to be levied for the current fiscal year, and such loans shall constitute the first demand on and shall be repaid from the first tax collections for such current fiscal year; provided, however, that tax anticipation loans made as herein-after in this section authorized, shall constitute a prior lien on said taxes levied or to be levied or collected. 6.304

When funds shall be needed for the immediate requirements of the city and county in any fiscal year in accordance with appropriations made as authorized by this charter for such fiscal year, which payments may be made in advance of the receipt of income from such fiscal year, and when funds therefor cannot be made available as hereinbefore in this section authorized, the board of supervisors on the recommendation of the controller and the approval of such recommendation by the mayor, shall have power to borrow money on notes or other evidences of indebtedness on behalf of the city and county. Said power shall be exercised by ordinance or ordinances authorizing the borrowing of said money and the execution of said notes or other evidences of indebtedness. The aggregate amount of such notes or other evidences of indebtedness outstanding and unpaid at any one time during any part of the fiscal year in which said borrowing is made shall not be in excess of 25 per cent of the estimated aggregate amount of all

6.304 taxes actually levied for such fiscal year. All such notes or other evidences of indebtedness shall be offered at public sale by the board of supervisors after not less than two days of advertising, not less than three days after the last day on which such advertising is published. Each such sale shall be made to the bidder offering the lowest rate of interest or whose bid represents the lowest net cost to the city and county; provided, however, that the rate of interest to be paid shall not exceed the sum of six (6) per centum per annum, and full authority is hereby given to said board of supervisors to fix, by resolution, the rate of interest on said notes or other evidences of indebtedness and the times and places where the principal sum of said notes or other evidences of indebtedness shall be paid. The principal amount of said notes or other evidences of indebtedness together with the interest thereon, issued and delivered under authority of this section shall be payable exclusively out of the taxes levied and collected by said city and county for the fiscal year during which the same are issued, and shall constitute a first lien and charge against the taxes collected during the half of the fiscal year in which said money shall be borrowed and shall be repaid from the first moneys received from said taxes; and the amount of taxes so levied and collected shall be applied to the payment of said notes or other evidences of indebtedness before any part thereof is used for any other purpose; provided, however, that taxes levied for the payment of principal of, or interest on, any bonded indebtedness of said city and county now outstanding or hereafter created shall be applied to the purpose for which such taxes were levied, unless the money borrowed by such notes or other evidences of indebtedness issued against such tax levies is in fact applied to the payment of the principal and interest of such bonded indebtedness. If at the time said notes or other evidences of indebtedness, or any of them, become due and payable the funds in the city treasury available for the payment thereof shall be insufficient for the payment in full of all of said notes or other evidences of indebtedness then outstanding such funds shall be applied pro rata to the payment of the principal and interest of all of the notes or other evidences of indebtedness then issued and outstanding without preference or priority of any one note over any other by reason of prior issuance, or otherwise. Any of said notes or other evidences of indebtedness not paid prior to June 30 of the fiscal year during which

the same are issued shall, nevertheless, be paid out of moneys received from the taxes of the said fiscal year, irrespective of the date of the receipt thereof, it being the intent and purpose of this section to provide for the payment of all notes or other evidences of indebtedness issued under authority of this section out of the taxes levied for the fiscal year during which said notes or other evidences of indebtedness are issued irrespective of the actual date of the collection of said taxes.

6.304 The board of supervisors shall have full power and authority to provide for the term of all notes or other evidences of indebtedness issued by authority of this section, as well as to fix the time and place for the payment of both the principal amount of said notes or other evidences of indebtedness and the interest to become due thereon; provided that all notes or other evidences of indebtedness issued for money borrowed during the first half of any fiscal year shall be payable not later than December 31 of said year; and all notes or other evidences of indebtedness issued for money borrowed during the second half of any fiscal year shall be payable not later than May 15 of such year, it being the intent and purpose of this section that the borrowing of money under authority hereof shall be solely for the purpose of anticipating receipt of income. The mayor, in preparing the consolidated budget estimate as provided by this charter, shall include therein a separate amount sufficient to meet the interest to be paid on any moneys borrowed under authority of this section. [Amended, 1933; 1937]

Receipt, Custody and Deposit of Funds, Investment of Trust Funds

6.304 SECTION 82. Disbursement of all public or other funds in the custody of the treasurer, except reimbursement transfers between departments as provided in section 77, shall be made only on warrants drawn by the controller. All moneys and checks received by any officer or employee of the city and county for, or in connection with the business of, the city and county, shall be paid or delivered into the treasury not later than the next business day after its receipt, and shall be receipted for by the treasurer. Daily statements of such receipts and deposits shall be prepared and transmitted to the controller and the treasurer. All pension funds and securities shall be deposited with the treasurer.

The deposit of public funds shall be governed by state law

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enacted under authority of Article XI, Sections 16 and 16½ of the Constitution.

The treasurer shall not be responsible for any loss of public moneys resulting from a deposit thereof made in accordance with the provisions of this section. The treasurer shall be responsible for the safekeeping of all securities deposited by banks. The transfer of money for deposits shall be at the expense of the depository.

6.311 Funds received as gifts for a specific purpose, by donation, bequest, legacy or otherwise, and held in trust for the benefit of the city and county may, with the approval of the controller, be invested by the officer, board or commission charged with control and administration of such trust or funds in securities legal for savings banks.

All interest on moneys deposited shall accrue to the benefit of the city and county, except that interest derived from the deposit of any bond, utility, pension, trust or other fund created for a specific purpose shall accrue to such fund. Public money, other than that of the city and county, coming into the hands of the treasurer shall be kept as provided by law. [Amended, 1949]

Custody of Moneys and Securities

6.310 SECTION 83. The supervisors shall by ordinance provide for the safe custody of all money and property in the possession or under the control of the treasurer. Pending the adoption of such ordinance, moneys and securities in possession of the treasurer shall be deposited in a joint custody safe with two combination locks, both of which must be unlocked to open the safe. The combination of one lock shall be known only to the treasurer and one deputy in his office selected by him, and the combination of the other shall be known only to the controller and such assistant in his office as shall be selected by him. The joint custody safe shall be opened only in the presence of the treasurer and either the controller or the assistant in his office having knowledge of the combination, or in the presence of the controller and either the treasurer or the assistant in his office having knowledge of the combination, and either the controller or the said assistant shall attend, at the request of the treasurer, to open the joint custody safe.

A complete record of moneys and securities on deposit in the joint custody safe shall be kept in a joint custody account and the record of any withdrawals shall be verified by the initials of the controller or his said assistant and the treasurer or his said assistant. Money required for current daily payments to be made from the treasury may be withdrawn from the joint custody safe and deposited in another safe, and the balance thereof shall be verified daily at the close of business hours by the treasurer and the controller.

Clearing House Representative

SECTION 84. The board of supervisors, by ordinance, upon the recommendation of the mayor, the treasurer and the controller, may designate any bank qualified to be a depository under this charter to be the clearing house representative of the city and county, and the city and county may pay a reasonable fee for the service thereof. The necessary procedure shall be provided by ordinance.

Expenditures and Payment of Claims

SECTION 85. No money shall be drawn from the treasury of the city and county, nor shall any obligation for the expenditure of any money be incurred except in pursuance of appropriations or transfers made as in this charter provided.

All salaries and wages shall be payable semi-monthly. No salary or wage shall be paid in advance. It shall be official misconduct for any officer or employee to present or approve a claim for full-time or continuous personal service other than in the manner provided by this charter.

All warrants shall be drawn by the controller, in payment of claims, prepared and signed by the responsible official, for services, supplies and other obligations against the city and county, supported by proper invoices, bills and other necessary data.

The controller shall audit such claims. If he finds the same to be correct and proper in all particulars, and clearly within the purposes for which the appropriation item to which it is charged was made, and that there is an adequate balance in such appropriation item to meet the payment, he shall draw and approve the warrant therefor.

If all or any portion of the claim is not correct, or if all proceedings required incidental to such payment have not been followed, the controller may approve such part of such claim as he shall find correct and draw the warrant therefor, or he may return the claim to the department concerned with his disapproval.

Prior to his drawing any warrant therefor, the controller may, in addition to any other inspection required by any other official, make such investigation and inspection as he deems necessary as to the quality, quantity and condition of services, material, supplies or equipment received by any officer or department for which payment is to be made by such warrant. If, in his opinion, any claim is not legal, he shall withhold approval of the same and immediately return such claim, together with a statement of his action thereon and reason therefor, to the responsible official, or transmit the same to the mayor for instructions. No warrant shall be drawn in payment of a claim against a fund in which there is an insufficient unencumbered balance for the payment thereof. Such claims, if legal, shall be registered by the controller in the order of receipt by him, and shall be paid in such order as moneys to cover the same become available in the proper fund.

Cited in *Kennedy v. Ross* (1946) 28 Cal. (2d) 569, 170 Pac. (2d) 904.

SECTION 85.1. The board of supervisors shall have power by ordinance to provide the periods when salaries and wages earned shall be paid, provided that until such an ordinance becomes effective, all wages and salaries earned shall be paid semi-monthly, as provided in Section 85. Upon the effective date of an ordinance adopted in accordance with this section the provisions of Section 85 relating to the payment of wages and salaries semi-monthly shall become inoperative as to employees referred to in said ordinance. [New section, 1963]

Limitation on Incurrence of Liabilities

SECTION 86. No ordinance or resolution for the expenditure of money, except the annual appropriation ordinance, shall be passed by the board of supervisors unless the controller first certify to such board that there is a sufficient unencumbered balance in a fund that may legally be used for such proposed expenditure, and that, in the judgment of the controller, revenues as anticipated in

the appropriation ordinance for such fiscal year and properly applicable to meet such proposed expenditure will be available in the treasury in sufficient amount to meet the same as it becomes due.

No obligation involving the expenditure of money shall be incurred or authorized by any officer, employee, board or commission of the city and county unless the controller first certify that there is a valid appropriation from which the expenditure may be made, and that sufficient unencumbered funds are available in the treasury to the credit of such appropriation to pay the amount of such expenditure when it becomes due and payable.

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Every officer who shall approve, allow or pay any demand on the treasury not authorized by law, ordinance or this charter, shall be liable to the city and county individually and on his official bond for the amount of the demand so illegally approved, allowed or paid. 6.313

Each such certification shall be immediately recorded by the controller. Each sum so recorded shall be an encumbrance for the purpose certified until such obligation is fulfilled, cancelled or discharged, or until the ordinance or resolution is repealed by the board of supervisors. 6.307

All obligations incurred, all ordinances passed, and resolutions and orders adopted, contrary to the provision of this section, shall be void and any claim or demand against the city and county based thereon shall be invalid. 6.312

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Limitation on Claims and Damages

SECTION 87. All claims for money or damages against the city and county must be filed in accordance with the general law of the State of California applicable to the filing of claims against local public entities; otherwise no suit for money or damages may be brought against the city and county.

All claims heretofore presented within the time prescribed by the general law of the State of California and which substantially complied therewith at the time of their presentation shall be deemed to have been properly presented.

7.706 This section applies only to claims relating to causes of action arising subsequent to the effective date of Chapter 1724, California Legislature, 1959 Regular Session.

Except as otherwise provided for in other sections of the charter, the board of supervisors, by ordinance, shall prescribe the method whereby claims or litigation, or proceedings, based thereon, may be settled, compromised, adjusted or dismissed. [Amended, 1935, 1960]

PURCHASING

Purchase and Sale of Material, Supplies and Equipment

SECTION 88. The purchaser of supplies shall purchase all materials, supplies and equipment of every kind and nature, and enter into agreements for all contractual services required by the several departments and offices of the city and county, except as in this section otherwise provided. Purchases of books, magazines and periodicals for the library departments, works of art for museums and other articles or things of unusual character as to the purchasing thereof, may, on the recommendation of a department head and the approval of the purchaser, be purchased directly by said department head.

Purchases for construction operations, or for any operations conducted outside the boundaries of the city and county may, on the recommendation of the department head in charge thereof and the approval of the purchaser of supplies, be made by the department head. All such purchases made by officials of departments other than the purchasing department shall be made in accordance with regulations established by the purchaser of supplies. The purchaser of supplies shall have authority to exchange used materials, supplies, and equipment to the advantage of the city and county, advertise for bids, and to sell personal property belonging to the city and county on the recommendation of a department head that such articles are unfit for use.

All purchases shall be by written purchase order or written contract. All purchases in excess of one thousand dollars (\$1,000) shall be by written contract, provided, however, that on the recommendation of the department head, in case of an emergency actually existing, the purchaser of supplies, with the approval of the chief administrative officer, may make such purchases in the open market on the basis of informal bids. At least three bids or quotations shall be secured on open market purchases and a permanent record of all such quotations shall be kept. All contracts and purchase orders in excess of two thousand dollars (\$2,000) for material, supplies or equipment shall require the signature of the chief administrative officer in addition to the signature of the purchaser of supplies. The purchaser of supplies shall not enter into any contract or issue any purchase order unless the controller

shall certify thereon that sufficient unencumbered balances are available in the proper fund to meet the payments under such purchase order or contract as these become due.

The purchaser of supplies shall establish specifications and tests to cover all recurring purchases of material, supplies and equipment. He shall, as far as is practicable, standardize materials, supplies and equipment according to the use to which they are to be put, when two or more types, brands or kinds are specified or requested by individual departments.

Purchases of equipment shall be made in accordance with specifications furnished by the department requiring such equipment in case the use of such equipment is peculiar to such department. For patented or proprietary articles sold by brand name, the purchaser may require each department requisitioning same by such brand name, to furnish specifications of the article requisitioned and may advertise for bids on the basis of such specifications, under conditions permitting manufacturers or dealers in other articles made and sold for the same purpose to bid on such specifications or on the specifications of their own product. If the purchaser of supplies recommends the acceptance of the lowest or best bid, stating his reasons in writing therefor, and if the department head concerned recommends the acceptance of any other bid on such proprietary articles, stating his reasons in writing therefor, the award shall be determined by the controller.

The purchaser of supplies shall require departments to make adequate inspection of all purchases, and shall make such other inspection as he deems necessary. He shall direct the rejection of all articles which may be below standards, specifications or samples furnished. He shall not approve any bill or voucher for articles not in conformity with specifications, or which are at variance with any contract.

He shall have charge of central storerooms and warehouses of the city and county. He shall also have charge of a central garage and shop for the repair of city and county equipment. All garages and shops heretofore maintained by departments for the construction, maintenance, and repair of departmental supplies and equipment, and the personnel assigned thereto, excepting the shop and personnel for fire alarm, police telegraph and traffic signal manufacture and repair operated by the department of electricity, are hereby transferred to said central garage and shop.

He shall, under the supervision of the controller, maintain an inventory of all material, supplies and equipment purchased for and in use in all departments and offices of the city and county. He shall be responsible for the periodic check of such property, and in case of loss or damage deemed by him to be due to negligence, he shall report thereon to the mayor, the chief administrative officer and the controller. He shall have authority to require the transfer of surplus property in any department to stores or to other departments.

Purchaser of Supplies to Purchase Surplus Commodities

SECTION 88.1. Notwithstanding any other provision of the charter, the purchaser of supplies, with the approval of the chief administrative officer, may purchase any commodity either from the government of the United States or from the State of California without advertising for bids for said commodity, irrespective as to the cost thereof, and no written contract need be entered into with the government of the United States or with the State of California for the purchase of said commodity. Before any such purchase is made the controller shall certify as to the availability of funds to pay the purchase price of said commodity. [New section, 1946]

Purchasing Procedure by Ordinance

SECTION 88.2. The board of supervisors shall by ordinance determine the monetary limits of purchases of materials, supplies and equipment to be made (a) by the taking of informal bids consistent with the manner provided in Section 88; and (b) by advertising for bids consistent with the manner provided for in Section 95.

They shall also provide by ordinance for the monetary limits within which procurements of materials, supplies and equipment may be made from departmental revolving funds. The purchaser of supplies shall by rules and regulations, approved by the chief administrative officer and the controller, establish the methods whereby procurements may be made from departmental revolving funds. [New section, 1962]

Purchasing Procedure

SECTION 89. All purchase orders and contracts shall be based on written requisitions, or, for materials or supplies in common use in the various departments, on the purchaser's records of average use by all departments, when approved by the chief administrative officer. The purchaser of supplies shall approve all bills or vouchers for materials, supplies, equipment, and contractual services before the controller shall draw and approve warrants therefor. All contracts for the purchase of materials, supplies and equipment shall be made after inviting sealed bids by publication. All sealed bids received shall be kept on file. When an award of contract is made, notice that the same has been made shall be given by one publication, and any interested person may examine the bids and records at the purchaser's office

Cited in Dairy Belle Farms v. Brock (1950) 97 Cal. App. (2d) 146, 217 Pac. (2d) 704.

Purchaser's Revolving Fund

SECTION 90. Appropriations for material, supplies, and equipment shall be segregated in each annual appropriation ordinance for each department or office. Any part of each such fund or appropriation may, on the recommendation of the purchaser of supplies and the approval of the controller, be transferred to or made available in the purchaser's revolving fund. Warrants shall be drawn against such fund by the controller on demand of the purchaser for the payment of bills on which discount for prompt payment may be secured, or for advantageous cash purchasing, under favorable or emergency market conditions, of materials or supplies for future departmental requisition and use. Discounts obtained by the use of the purchaser's revolving fund may be accumulated therein and the supervisors may make annual appropriations to such fund until a sufficient sum, as determined by the controller, is accumulated to meet the average purchasing and discount payment requirements of the city and county.

Purchase, Lease and Sale of Real Property and Improvements

SECTION 91. The director of property shall be the head of the department of property. He shall have charge of the purchase of real property and improvements required for all city and county purposes, and the sale and lease of real property and improvements thereon owned by the city and county, except as otherwise provided in this charter. In the acquisition of property required

for street opening, widening or other public improvements, the director of property shall make preliminary appraisals of the value of the property sought to be condemned or otherwise acquired, and report thereon to the responsible officer. It shall be his duty, in addition, to assist in such proceedings on the request of the responsible officer

He shall have charge of the management of the exposition auditorium.

Each department authorized by the approval of bond issues or by annual or supplemental appropriation ordinances to purchase or lease property or improvements needed for the purposes of such department shall make such purchases or leases through the director of property. He shall make a preliminary valuation of the property to be acquired or leased and report the same to the department requiring such property. For such purposes he may employ independent appraisers. He shall conduct negotiations with the owner or owners thereof, at the conclusion of which he shall report the terms on which such sale or lease may be concluded, together with his recommendations thereon. The head of the department concerned may report to the board of supervisors and recommend acceptance or the sale or lease may be instituted for the acquisition of such property.

Sale of Property

SECTION 92. Any real property owned by the city and county, excepting lands for parks and recreation, may be sold on the recommendation of the officer, board or commission in charge of the department responsible for the administration of such property. When the board of supervisors, by ordinance, may authorize such sale and determine that the public interest or necessity demands, or will not be inconvenienced by such sale, the director of property shall make a preliminary appraisal of the value of such property. The director of property shall advertise by publication the time and place of such proposed sale. He shall forthwith report to the department head concerned and to the supervisors the amount of any and all tenders received by him. The supervisors may authorize the acceptance of the highest and best tender, or they may, by ordinance, direct that such property be sold at public auction, date of which shall be fixed in the ordinance. No sale other than a sale at public auction shall be authorized by the supervisors unless the sum offered shall be at least ninety per cent of the preliminary appraisal of such property heretofore referred to.

The proceeds of the sale of any property under the control of a department shall be applied by the supervisors to the purchase of

6.408 by. Otherwise such proceeds shall be applied to the purchase of additional real property for any city and county purpose, or, if not required therefor, may be appropriated by the board of supervisors for capital improvements; provided, however, that the proceeds of the sale of any property acquired for the use of any utility, bond, special or trust fund shall revert to the related utility, bond, special or trust fund.

7.401 The director of property may, in lieu of sale, arrange for the trading of any real property proposed to be sold for other property required by the department in charge thereof, on the recommendation of the officer, board or commission in charge of such property and the authorization, by ordinance, of the board of supervisors. [Amended, 1951]

Relocation of Produce and Related Food Processing Establishments

7.703 SECTION 92.1. Whenever the board of supervisors finds that it is necessary to relocate produce and related food processing establishments because of a redevelopment plan adopted pursuant to Community Redevelopment Law of California, as amended, and in order to promote, foster and encourage the intelligent and orderly marketing of such products through cooperation; to eliminate speculation and waste; to make the distribution of such products between producer and consumer as directly as can be feasibly done; and to establish a market for such products in the interest of the people of San Francisco, the board of supervisors by ordinance may authorize the purchase, lease or exchange of such real property within the City and County of San Francisco as may be deemed desirable for the establishment, maintenance, equipment, ownership and operation of a municipal market for such purposes, or the sale, exchange or lease of such real property to any person, firm or association for the establishment or maintenance of such a market. Notwithstanding any other provisions of this charter, sales, exchanges or leases not to exceed fifty years may be made or executed by negotiation after public notice and public hearing under such regulations and on such terms and conditions as may be deemed proper with or without bids, under ordinance enacted by a three-fourths vote of all members of the board of supervisors. [New section, 1960]

Lease of City Property

SECTION 93. When the head of any department in charge of real property shall report to the board of supervisors that certain land is not required for the purposes of the department, the board of supervisors, by ordinance, may authorize the lease of such property. The director of property shall arrange for such lease for a period not to exceed twenty years, to the highest responsible bidder at the highest monthly rent. The director of property shall collect rents due under such lease.

The public utilities commission shall have exclusive power to lease agricultural or other lands used and useful for water department purposes and at the same time available for leasing or rental for agricultural or other purposes and such leases shall be subject to administration by the operating forces of the water department.

The public utilities commission shall have exclusive power to lease lands now devoted to airport purposes or lands that may hereafter be acquired and devoted to airport purposes for a period not to exceed forty years, and the director of property shall arrange for such lease to the highest responsible bidder at the highest monthly or annual rent, subject to approval of the public utilities commission, and thereafter the administration of any and all such leases shall be by the public utilities commission. Section 123 of this charter shall not be applicable to leases referred to in this paragraph provided, however, that no lease of airport lands or agreement which divests the city and county of the right to manage, operate or control the aircraft landing field, the entire part of the airport not devoted to the aircraft landing field, or the entire airport shall be made without the approval of the board of supervisors by ordinance and referral and submission to a vote of the electors of the city and county at the election next ensuing not less than sixty days after the adoption of such ordinance, and such ordinance shall not go into effect until ratified by a majority of voters voting thereon. [Amended, 1946; 1959]

CONTRACTS

Public Works and Purchasing Contracts

SECTION 95. The construction, reconstruction or repair of public buildings, streets, utilities or other public works or improvements, and the purchasing of supplies, materials and equipment, when the expenditure involved in each case shall exceed the sum of two thousand dollars (\$2,000) shall be done by contract, except as otherwise provided by this charter. It shall constitute official misconduct to split or divide any public work or improvement or purchase into two or more units for the purpose of evading the contract provisions of this section. In an emergency, provided an actual emergency be declared by the board of supervisors to exist, and when authorized by resolution of said board, any public work or improvement may be executed in the most expeditious manner. Notwithstanding any other provision in this section or this charter contained, upon the approval of the chief administrative officer, declaring the work to be emergency in character, there may be expended by the department of public works the sum not to exceed five hundred dollars (\$500) for new construction of any type in or upon unimproved or unaccepted streets.

Any public work or improvement estimated to cost less than two thousand dollars (\$2,000) may be performed under contract or written order or by the employment of the necessary labor and purchase of the necessary materials and supplies directly by the city and county. Any public work or improvement executed by the city, other than routine repair work, shall be authorized by the chief administrative officer or by the heads or department heads under the chief administrative officer, only after detailed estimates have been prepared and submitted by the head of the department concerned. There shall be separate accounting for each work or improvement so executed, which accounting shall include all direct, indirect and supervisory elements of cost chargeable to such work or improvement, and each cost accounting shall be reported to the chief administrative officer, or to the mayor when such work shall have been performed by departments not under the chief administrative officer. All such accounts shall be reported to the controller. Any public work or improvement

7.402 SECTION 93.1. The board of supervisors shall have the power, by ordinance, subject to the referendum provisions of this charter, to provide a longer term for leases executed under section 93 of this charter than that provided for therein, providing, however, that until such ordinance shall become effective the limitations contained in section 93 as to the term of the lease shall control. [New section, 1959]

Records of Real Property

7.400 SECTION 94. The director of property shall maintain complete records and maps of all real property owned by the city, which shall show the purchase price, if known, and the department in charge of each parcel, with reference to deeds or grants establishing the city's title.

He shall annually report to the mayor, the controller, the chief administrative officer, and the supervisors the estimated value of each parcel and improvement. He shall make recommendations to the mayor and chief administrative officer relative to the advantageous use, disposition, or sale of real property not in use.

costing less than two thousand dollars (\$2,000) and not performed by the use of city and county labor, materials, and supplies shall, if not performed under contract, be covered by written order or agreement which shall be based on not less than three bids, notice of which shall be given by three days' posting. Records of such bids shall be kept by the department.

When the expenditure for any public work or improvement shall exceed the sum of two thousand dollars (\$2,000), the same shall be done by contract, except as otherwise provided in this charter. The head of the department in charge of or responsible for the work for which a contract is to be let, or the purchaser of supplies in the case of purchases of materials, supplies and equipment, shall let such contract to the lowest reliable and responsible bidder not less than ten days after advertising by publication for two consecutive days for sealed proposals for the work, improvement or purchase contemplated. Each such advertisement shall contain the reservation of the right to reject any and all bids. The officer responsible for the awarding of any such contract shall require from all bidders information concerning their experience and financial qualifications, as provided by general law relative to such investigations authorized by departments of public works.

The purchaser of supplies with the approval of the chief administrative officer, or the department head concerned, with the approval of the board or commission to which he is responsible, may reject any and all bids and readvertise for bids.

The department head or the purchaser of supplies, as the case may be, shall have power to sign such contract for the estimated expenditures thereunder not in excess of two thousand dollars (\$2,000). Any contract involving the expenditure of over two thousand dollars (\$2,000), if for the purchase of materials, supplies or equipment, shall require the joint approval of the purchaser of supplies and the chief administrative officer. If such contract is for any public work or improvement, it shall require the joint approval of the department head and the chief administrative officer relative to departments under his jurisdiction, or the signature of the department head and the approval by resolution of the board or commission concerned for departments not under the chief administrative officer.

The board of supervisors, by ordinance, shall establish procedure whereby appropriate city and county departments may

file sealed bids for the execution of any work to be performed under contract. If such bid is the lowest, the contract shall be awarded to the department. Accurate unit costs shall be kept of all direct and indirect charges incurred by the department under any such contract, which unit costs shall be reported to and audited by the controller monthly and on the completion of the work.

In any case where the lowest gross price or unit cost bid is not accepted, and a contract is entered into with another bidder, written report shall be made to the chief administrative officer, the mayor and the controller by the officer authorized to execute the contract, with the reasons for failure to accept such lowest bid.

If any provision of this section is in conflict with any provision of section 88 of the charter, the provision contained in section 88 shall govern and control. [Amended, 1947]

Public Works Contract Procedure by Ordinance

SECTION 95.1. Notwithstanding any other provision of this Charter and in particular the provisions of Section 95, the board of supervisors shall by ordinance determine the monetary limits not to exceed five thousand dollars (\$5,000), within which the construction, reconstruction or repair of public buildings, streets, utilities or other public works or improvements may be done by contract or by written order or by the employment of the necessary labor and purchase of the necessary materials and supplies

directly by the city and county, consistent, save as to monetary limits, with the manner provided for in Section 95 and Section 88. [New Section, 1947; Amended, 1965]

Progressive Payments

7.202 SECTION 96. Any contract may provide for progressive payments, if the advertisement for sealed proposals shall so specify. No progressive payments under any contract shall be made which, with prior payments, shall at any time exceed in amount ninety per cent of the value of the work and labor and materials furnished, and no contract shall authorize or permit the payment of more than ninety per cent of the total contract price before the completion of the work required by such contract and the acceptance thereof by the head of the department concerned.

Penalties and Extras

7.203 SECTION 97. If so specified in the published notice soliciting sealed bids for any public work or improvement, any contract therefor may be let for a gross price or on a basis of cost per unit of work to be performed, and may also provide for liquidated damages to the city and county for every day during which the contract is uncompleted beyond such specified date. In awarding any contract, the department head concerned is authorized to compare bids on the basis of time of completion. When any award of contract has been made in consideration, in whole or in part, of the relative time estimates of bidders for the completion of the work, the time within which the contractor shall start work shall be fixed and the performance within such time limits shall be covered by the bond required of the contractor, and no extension may be granted on such contract beyond the date specified for completion, unless the liquidated damages for each day the work is uncompleted beyond the specified date shall be collected; provided, however, that this shall not apply to unavoidable delays due to act of God.

If it becomes necessary, in the prosecution of any work or improvement under contract, to make alterations or modifications, or provide for extras in such contract which shall increase the contract cost, such alterations, modifications or extras shall be made only on the written recommendation of the department head

responsible for the supervision of the contract, together with the approval of the chief administrative officer or the board or commission, as the case may be, and also the approval of the controller. No such alteration, modification or extra shall be valid, unless the increased price to be paid under the altered or modified contract shall have been agreed upon in writing and signed by the contractor and the department head concerned, and approved as hereinbefore provided. In the performance of any contract awarded on the unit and the unit-cost basis, if the department head concerned ascertains that the amount of work done or to be done shall exceed the estimated amount of the contract by ten per cent, or more, the excess shall be provided for as prescribed by section 80 relative to supplemental appropriations.

7.203

SECTION 98. Every contract for any public work or improvement to be performed at the expense of the city and county, or paid out of moneys deposited in the treasury, whether such work is to be done directly under contract awarded, or indirectly by or under sub-contract, sub-partnership, day labor, station work, piece work, or any other arrangement whatsoever, must provide: (1) That in the performance of the contract and all work thereunder, eight hours shall be the maximum hours of labor on any calendar day; (2) that any person performing labor thereunder shall be paid not less than the highest general prevailing rate of wages in private employment for similar work; (3) that any person performing labor in the execution of the contract shall be a citizen of the United States; (4) that all laborers employed in the execution of any contract within the limits of the city and county shall have been residents of the city and county for a period of one year immediately preceding the date of their engagements to perform labor thereunder; provided, however, that the officer empowered to award any such contract may, upon application of the contractor, waive such residence qualifications and issue a permit specifying the extent and terms of such waiver whenever the fact be established that the required number of laborers and mechanics possessing qualifications required by the work to be done cannot be engaged to perform labor thereunder.

The term "public work" or "improvement," as used in this section shall, include the fabrication, manufacturing or assembling of materials in any shop, plant, manufacturing establishment or other place of employment, when the said materials are of unique or special design, or are made according to plans and specifications for the particular work or improvement and any arrangement made for the manufacturing, fabrication or assembling of such materials shall be deemed to be a contract or a sub-contract subject to the provisions of this section.

The board of supervisors shall have full power and authority to enact all necessary ordinances to carry out the terms of this section and may by ordinance provide that any contract for any public work or improvement, or for the purchase of materials which are to be manufactured, fabricated or assembled for any public work or improvement, a preference in price not to exceed ten per cent shall be allowed in favor of such materials as are to be manufactured, fabricated or assembled within the City and County of San Francisco as against similar materials which may be manufactured, fabricated or assembled outside thereof. When any such materials are to be fabricated, assembled or manufactured by any sub-contractor or materialman for the purpose of supplying the same to any contractor bidding on, or performing

tractor or materialman manufacturing, fabricating, assembling or furnishing said materials manufactured, assembled or fabricated within the City and County of San Francisco shall be entitled to the same preferential as would any original contractor or materialman furnishing the same if the board of supervisors by ordinance so provide. When any ordinance shall so provide any officer, board or commission letting any contract may in determining the lowest responsible bidder for the doing or performing of any public work or improvement add to said bid or sub-bid an amount sufficient not exceeding ten per cent in order to give preference to materials manufactured, fabricated or assembled within the City and County of San Francisco. [Amended, 1935]

Contract Procedure by Ordinance

SECTION 99. The board of supervisors shall, by ordinance, establish the necessary procedure to be followed in the advertising for bids, the award of contracts, the supervision of contract work, and the acceptance thereof on completion; also for the security to be given on the filing of bids to guarantee the execution of the contract if awarded, and for the security to be given on the award of contract for the faithful performance thereof and to guarantee the payment of wages for services engaged and of bills contracted for material, supplies and equipment used in the performance of the contract.

Collusion

SECTION 100. If any party or parties to whom a contract has been awarded has been guilty of collusion with any officer or representative of the city and county, or any other party or parties, in the submission of any bid or in preventing of any other being made, or in knowingly receiving preferential treatment by any officer or an employee of the city and county, then any contract so awarded, if not completed, may be declared null and void by the board of supervisors on the recommendation of the purchasing agent or the department head concerned, as the case may be, and the purchaser of supplies or the department head concerned shall thereupon re-advertise for bids for said work for the uncompleted portion thereof. If the work under such contract shall have been completed, the matter shall be referred to the city attorney for such action as may be necessary. Any party or parties guilty of such collusion shall not be permitted to participate in or to bid on any future public work, improvement or purchase to be made by the city and county.

BOND ISSUE PROCEDURE

General Laws Applicable

SECTION 101. The general laws of the State of California authorizing the incurring and establishing the procedure for the creation of bonded indebtedness and authorizing and establishing the procedure for the issuance of bonds to refund indebtedness of municipalities in force at the time any bonded indebtedness is created or refunded by the city and county shall, except as otherwise provided in this charter, be applicable to the creation of bonded indebtedness and the issuance of refunding bonds by the city and county.

Interest on Bonds During Construction

SECTION 102. In any case where bonds have been authorized for the acquisition, construction or completion of a public utility or of extensions thereto, interest which may become due on said bonds during the actual period of construction of said utility, or of extensions to an existing utility, as the case may be, and during the period of six months immediately following the completion of the same may be paid out of the proceeds of sale of the bonds authorized and sold for such purpose, if such method of payment of interest be expressly provided for in the proceedings authorizing such bond issue.

Bonds for Street and Other Public Work—Revolving Fund

SECTION 103. A municipal indebtedness may be authorized to be incurred by the voters, in the manner now or hereafter provided by the general laws of the State of California, for the purpose of financing public improvements the cost of which is to be assessed against private property benefited thereby, and bonds may be authorized by the voters to be issued therefor, the proceeds of which shall be used as a "Revolving Fund" to be applied to the payment of incidental and other expenses, the progressive

payments on the work or works or to pay the principal or interest of bonds, securities or other evidences of debt issued against said special assessments or to purchase any bonds or coupons issued against such special assessments.

Bonded Debt Limit

SECTION 104. No bonded indebtedness shall be incurred by the city and county which together with the amount of bonded indebtedness outstanding shall exceed twelve per cent of the assessed value of all real and personal property in the city and county subject to taxation for city and county purposes; provided, however, that bonded indebtedness heretofore or hereafter created for water supply, storage or distribution purposes, bonded indebtedness created pursuant to section 103 hereof and bonded indebtedness heretofore created in aid of the Panama-Pacific Exposition shall be exclusive of the limitation on the amount of bonded indebtedness of the city and county contained in this section.

Bond Election for the Acquisition of Public Utilities to Be Called by the Board of Supervisors Upon Petition of Electors

SECTION 105. In addition to the method prescribed by the other provisions of this charter, the proceedings for the authorization and issuance of bonds for the acquisition, construction or completion of any public utility or utilities may also be initiated by electors in the manner following: Whenever a petition, signed by qualified electors of the city and county equal in number to fifteen per cent of the electors who voted for all candidates for the office of mayor at the last general election at which a mayor of the city and county was elected, requesting the board of supervisors to submit to the electors of the city and county a proposition or propositions for incurring bonded indebtedness for the acquisition, construction or completion of any public utility or utilities shall be filed in the office in which initiative petitions are required by this charter to be filed, the board of supervisors shall, as soon thereafter as in its judgment shall be practicable, proceed to call an election and submit to the electors of the city and county the proposition or propositions of incurring bonded indebtedness of the city and county for the purpose or purposes set forth in

PUBLIC WORKS AND IMPROVEMENTS

Director of Public Works

§ 105

said petition. Neither errors nor informalities in said petition or in the signatures thereto nor the failure of the percentage of electors herein specified to sign the same, nor any delay in submitting said proposition or propositions to the electors shall invalidate any bonds which may be issued and sold pursuant to the provisions hereof. The provisions of this charter relating to the filing, verification and certification of initiative petitions shall be applicable to the petition herein referred to. Such election shall be called and held in the same manner as other bond elections of the city and county, and all proceedings for the issuance of bonds for the acquisition, construction or completion of such public utility or utilities, excepting only as otherwise provided in this section, shall be taken in accordance with the provisions hereinbefore set forth in this charter.

7.303

SECTION 106. The department of public works shall be in charge of a director of public works, who shall be paid an annual salary of eight thousand dollars (\$8,000). He shall be appointed by and hold office at the pleasure of the chief administrative officer. The director of public works shall appoint a city engineer, who shall hold office at the pleasure of said director. He shall possess the same power in the city and county in making surveys, plats and certificates as is or may from time to time be given by law to city engineers and to county surveyors, and his official acts and all plats, surveys and certificates made by him shall have the same validity and be of the same force and effect as are or may be given by law to those of city engineers and county surveyors. [Salary of director of public works now subject to Section 751.11]

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~~The director of public works shall have and succeed to the powers and duties of the board of public works from and after twelve o'clock noon on the 8th day of January, 1932, except as otherwise provided in this charter, at which time the terms of members of the board of public works shall terminate, and such board as theretofore existing shall be abolished.~~

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All examinations, plans and estimates required by the supervisors in connection with any public improvements, exclusive of those to be made by the public utilities commission, shall be made by the director of public works, and he shall, when requested to do so, furnish information and data for the use of the supervisors.

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General Law and Ordinance Procedure for Public Works

SECTION 107. Where a procedure for the exercising of any rights and powers belonging to a city, or a county, or a city and

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county, relative to the establishment or change of grades and the lay-out, extension, opening, widening, changing, closing, vacating, paving, repaving or otherwise improving streets and highways and public places, and constructing sewers, drains, conduits and culverts, subways, tunnels, viaducts and bridges, or other public improvements incidental or appurtenant thereto, to planting trees, constructing parking and removing weeds or the executing of any other public work or improvement hereby or hereafter placed under the jurisdiction of the department of public works, and the payment of damages, or levying of special assessment to defray the whole or part of the cost of such works or improvements is provided by statute of the State of California, such procedure shall control and be followed, unless a different procedure is provided in or under authority of this charter or by ordinance continued by this charter or any such ordinance hereafter amended or by ordinance passed by the board of supervisors, and the board of supervisors is hereby empowered to provide by ordinance for any such purpose.

The department of public works shall semi-annually notify the tax collector of the amount of each assessment that becomes delinquent and the lot and block number against which such assessment is levied, and it shall be the duty of the tax collector to note such delinquency on each annual tax bill.

Cited in *Kennedy v. Ross* (1946) 28 Cal. (2d) 569, 170 Pac. (2d) 904.

Traffic Engineering

SECTION 107.1. The department of public works shall have powers and duties relating to street traffic, subject to the laws relating thereto, as follows: (a) to cooperate with and assist the police department in the promotion of traffic safety education; (b) to receive, study and give prompt attention to complaints relating to street design or traffic devices or the absence thereof; (c) to collect, compile, analyze and interpret traffic and parking data and to analyze and interpret traffic accident information; (d) to engage in traffic research and traffic planning; and (e) to cooperate for the best performance of these functions with any department and agency of the city and county and the state as may be necessary.

The department shall submit to the traffic bureau of the police

department, for its review and recommendation, all proposed plans relating to street traffic control devices; provided, however, that the bureau may waive submission and review of plans of particular devices designated by it. Failure of the said traffic bureau to submit to the department its recommendation on any proposed plan within fifteen (15) days after receipt shall be considered an automatic approval of said traffic bureau. The department shall not, with respect to any traffic control devices, implement such plan until the recommendation of the traffic bureau has been reviewed or until the fifteen (15) days have elapsed. [New section, 1959]

Repair of Accepted Streets

SECTION 108. When any roadway of a street or portion thereof for not less than one continuous block has been paved in accordance with the specifications of the department of public works, and is in good condition, and sewer, gas and water pipes have been laid therein, the same shall be accepted by the supervisors by ordinance on the written certificate of the city engineer, and thereafter such portion of the roadway of said street shall be kept in repair and improved by the city and county. It shall be the duty of the owner of any property fronting on a public street to keep the sidewalk in front thereof in good repair and condition and the board of supervisors is hereby empowered to provide by ordinance for the repair of such sidewalks in all cases where the owner fails and neglects to repair the same.

Nothing herein contained shall relieve any railway company from making repairs to the roadway of any street in conformity with the terms of its franchise or as provided by law. [Amended, 1935]

Cited in *Edward Brown and Sons v. San Francisco* (1950) 36 Cal. (2d) 272, 223 Pac. (2d) 231.

Specified Types of Street Construction

SECTION 109. No patented pavement shall be ordered during the existence of the patent therefor, until the owner of such patent shall have transferred to the city and county all right to use of the same therein, with the privilege to any person to manufacture and lay same upon the streets under any contract that may be awarded to or entered into by him with the city and county.

Financing Special Assessment Projects

SECTION 110. The board of supervisors shall establish a public improvement revolving fund to which the board may make appropriations from tax levies thereto for the purpose of such fund, and may establish procedure for the use of the credit of the city and county for the establishment of said revolving fund, to be used solely for the purpose of financing all or part of the initial cost of public improvements to be paid in whole or in part from the proceeds of special assessments levied against the property deemed to be benefited. A bond issue or issues may be proposed, as authorized elsewhere in this charter, the proceeds of which shall be paid into said revolving fund for the financing of public improvements, provided that said revolving fund shall be reimbursed as prescribed in this section by the levy and collection of special assessments and that the interest and redemption or sinking fund charges on any bonds authorized for such purpose shall be paid from the proceeds of such levy.

On the recommendation of the director of public works and the chief administrative officer, sufficient bonds may be sold at one time to provide funds for the estimated cost of financing special assessment projects for a period of not to exceed one year. When any public improvement is to be financed in whole or in part from the proceeds of special assessments levied against the land deemed to be benefited, the director of public works, subject to the approval of the chief administrative officer, shall report to the controller the estimated cost of such improvement, the amount thereof to be levied by special assessment and the estimated amount of the appropriation to be made from the public improvement revolving fund to meet the initial cost of the project, including progressive payments and other direct or indirect costs chargeable to such project, and shall recommend the appropriation of the necessary sum from such revolving fund.

The supervisors, by ordinance, may provide for the amount to be added to the contract price and other costs of the work, as interest for the use of the revolving fund moneys in financing the cost of the improvement. Interest at the rate of not more than seven per cent may be charged on the unpaid balances of special assessments in cases where the owners of property against which

such assessments are levied elect to pay such assessments in installments.

The amount of all special assessments levied for the payment of work financed out of the public improvement revolving fund, together with all interest accruing thereon, shall be credited as collected to such revolving fund. The board of supervisors may prescribe the duties of any city and county officer or department in maintaining accounts of and collecting assessments for each such improvement.

Limitation on Special Assessments

SECTION 111. Special assessments shall not exceed fifty per cent of the assessed value of the land on which the special assessment is levied, except that when such assessments are authorized to be paid in installments over a period not to exceed ten years, no annual installment payment shall exceed twenty-five per cent of the assessed value of the land on which the special assessment is levied.

Sewer, Water and Other Connections

SECTION 112. The director of public works shall have authority, in the manner provided by ordinance by the board of supervisors, (1) to order the laying of sewer, water, gas and other mains, conduits or connections, whenever, in view of contemplated street improvements or as a sanitary regulation, such construction is recommended by the city engineer, and (2) to order that excavations, fences, embankments or grades on private property in a condition deemed by him as endangering the persons or property of those using the abutting streets, shall be put in such condition as to insure the safety of the public.

Liability for Damages by Reason of Defective Sidewalks, etc.

SECTION 113. If any portion of any sidewalk or street in the city and county which has been accepted as provided by law shall be in such defective condition as to endanger persons or property and through the official negligence of the director of public works, such defect remains unremedied, unrepaired or unbarricaded, and in consequence thereof damage or loss to person or property is sustained or suffered, the said director shall be liable to the party injured for the damage sustained; provided that a notice in writ-

ing directing attention to the existence of such defect, and specifying the particular street and block thereof whereon or wherein such defect exists shall have been served upon such director at least five days before such damage shall have been sustained; and provided further, that there are at such times funds available to the said director for repairing or remedying such defects or barricading the same.

Spur Tracks

SECTION 114. The board of supervisors shall refer all requests for spur track permits to the director of public works who shall grant such permits in all cases where the spur track is to be located within a heavy industrial zone, as classified by the city planning commission, provided that such spur track shall be so constructed and operated as not to establish an unreasonable interference with the public use of the streets affected. The board of supervisors shall refer all other requests for spur track permits to the director of public works for report thereon, which shall be submitted by him within ten days after such reference, and shall not grant permission to lay any spur track until a report thereon shall have been received from said director, to the effect that such construction and operation will not create an unreasonable interference with the public use of the streets affected.

CITY PLANNING

City Planning Department Established

SECTION 115. There is hereby established a department of city planning which shall consist of a planning commission, a director of planning and such employees as may be necessary to carry out the functions and duties of said department. The planning commission shall consist of seven members, one of whom shall be appointed by the mayor. The chief administrative officer and the manager of utilities, or their designated deputies, shall be members ex officio.

TERMS OF MEMBERS

The terms of appointive members of the commission shall expire one each at twelve o'clock noon on the 15th day of January in the years 1949, 1950, and 1951, and two at said time in the year 1948. Thereafter, the term of each appointive member shall be four years. Present appointees shall continue in office without change of incumbency for the existing terms thereof. The mayor shall fill all vacancies in office of appointive members of the commission occurring either during or at the expiration of term.

PRESENT COMMISSION CONTINUED

Neither the foregoing provision for addition of members to the commission, nor the addition thereof, nor any change herein provided in the powers and duties of the commission shall be deemed to affect the continuity of the existence of the commission as such or the status of any matter pending before it. All recorded actions of the commission shall remain in force and effect unless and until changed by ordinance or by other legal means.

COMPENSATION

Ex officio members of the commission shall serve as such without compensation. The compensation of appointive members of said commission shall be fifteen dollars (\$15) for each meeting of the commission actually attended by said members, provided that the aggregate amount paid all the members shall not exceed five thousand dollars (\$5,000) per year. [Amended, 1949]

Director of Planning

3.522 SECTION 116: The planning commission shall appoint a director of planning who shall hold office at its pleasure and who shall be a person of adequate technical training and administrative experience in city planning. The director of planning shall be the administrative head and appointing officer of the department of city planning. The position of director of planning shall not be subject to any provisions of this charter prescribing a residence qualification for officers or appointees, provided, however, that during his incumbency the appointee to the position shall reside in the city and county. The commission may also appoint a secretary, which appointment shall not be subject to the civil service provisions of this charter. Subject to the provisions of section 86 of this charter, the commission may also contract with architects, city planners, engineers, or other consultants for such services as it may require.

THE MASTER PLAN

3.524 It shall be the function and duty of the commission to adopt and maintain, including necessary changes therein, a comprehensive, long-term, general plan for the improvement and future development of the city and county, to be known as the master plan. The master plan shall include maps, plans, charts, exhibits, and descriptive, interpretive, and analytical matter, based on physical, social, economic, and financial data, which together present a broad and general guide and pattern constituting the recommendations of the commission for the coordinated and harmonious development, in accordance with present and future needs, of the city and county and of any land outside the boundaries thereof which in the opinion of the commission bears a relation thereto.

SCOPE OF THE MASTER PLAN

The master plan shall show the general location, character, and extent of existing and proposed street railway, bus, railroad, air, water, and other transportation routes and terminals, public ways, grounds, and open spaces, and the general location of major buildings, structures, and facilities constructed thereon or proposed, and shall include a land-use plan showing the proposed general distribution and the general location and extent of housing, business, industry, recreation, education, and other categories

of public and private uses of land, and recommended standards of population density and building intensity, with estimates of population growth and a general description of the amount and general classes of industrial, business and other economic activities for which the commission deems that space should be supplied within the territory covered by the plan, all correlated with the land-use plan. It shall include proposals for the acquisition, extension, widening, narrowing, removal, relocation, vacation, abandonment, sale, or change in the use of any of the foregoing public ways, routes, grounds, open spaces, buildings, or structures.

PREPARATION OF THE MASTER PLAN

In the preparation of the master plan or any amendment thereto, the department of city planning is authorized to make or cause to be made such investigations, studies, maps, charts, exhibits, and reports as it may deem to be required.

PROCEDURE FOR AMENDMENT

3.525 The master plan may be amended to include at any time modifications and extensions thereof. Before the commission may adopt any substantial extensions of the master plan adopted prior to the passage of this amendment or any substantial amendment or addition thereto which in the judgment of the commission constitutes a major alteration in the plan, it shall hold at least one public hearing thereon, notice of the time and place of which shall be given by at least one publication in the official newspaper of the city and county not less than twenty days before the day of hearing. Adoption of the master plan or portions thereof or amendments, extensions or additions thereto shall be by resolution carried by the affirmative votes of not less than a majority of all the members of the commission. Such resolutions shall refer expressly to the reports, plans, or descriptive and other matter intended to form the whole or part of the plan, and the action taken shall be recorded on such documents and an attested copy thereof shall be certified to the mayor and the board of supervisors.

ADDITIONAL POWERS AND DUTIES

3.526 The department of city planning may make such reports and recommendations to the mayor, the board of supervisors, and

3.526 other officers and agencies as it may deem necessary to secure understanding and a systematic effectuation of the recommendations of the master plan. The department shall have the power to promote public interest in and understanding of the master plan and may publish and distribute copies of the plan or any portion thereof or of any report and may employ such other means of publicity and education as it may deem to be in the public interest.

3.529 The department shall act in an advisory capacity to the board of supervisors and other departments, commissions and agencies of the city and county in any matter affecting the physical improvement and development of the city and county. All public officials shall upon request furnish to the department of city planning such information as it may require for its work and the department of city planning shall furnish to all departments and officials of the city and county such information as said departments and officials may require concerning the master plan. In general, the department shall have such powers as may be necessary to enable it to fulfill its functions.

CAPITAL IMPROVEMENT PROGRAM

3.528 The department of city planning shall be governed by the provisions of section 69.1 of this charter pertaining to capital improvement projects. [Amended, 1948]

Mandatory Referrals

3.527 SECTION 116.1. No ordinance or resolution which deals with the acquisition, extension, widening, narrowing, removal, relocation, vacation, abandonment, sale or change in the use of any public way, transportation route, ground, open space, building or structure, the subject matter of which has not been previously reported on by the department of city planning in accordance with the provisions of Sections 69, 69.1, 72 or 116.1 of this charter, shall be adopted by the board of supervisors unless and until such ordinance or resolution shall have first been referred to the department of city planning and a report rendered thereon regarding conformity of the matter involved to the master plan. If conflict exists, the report shall give the particulars of the differences between the proposal and the master plan.

It shall be the duty of the department of city planning to

3.527 render its report in writing upon any ordinance or resolution to the board of supervisors and to the controller within thirty days after the date of such referral unless a longer period is granted by the board of supervisors. The department of city planning shall report to the board of supervisors within the time limits herein established. [New section, 1948; amended, 1968]

Zoning — Present Provisions to Apply Pending Ordinance Revision

SECTION 117. Until such time as the board of supervisors shall have enacted a new comprehensive zoning ordinance for the city and county based on a land use plan and providing for variances, and until the effective date of such ordinance, this section of the charter shall continue in force, and until such time, sections 117.1, 117.2, and 117.3, shall be inoperative. Upon the enactment and effective date of such an ordinance this section of the charter shall become inoperative for any purpose, and sections 117.1, 117.2, and 117.3, shall become operative.

ZONE CHANGES

The city planning commission, from time to time, shall consider and hold hearings on proposed changes in the classification of the use to which property in the city and county may be put, and the establishment or changing of building set-back lines, in either case, on its own motion or on the application of an interested property owner.

HEARINGS, ETC.

The board of supervisors, by ordinance, shall establish procedure for action on such matters, which ordinance must provide, among other things, that the commission shall give notice of time, place and date of hearing by posting throughout the area and by publication not less than twenty days prior to the hearing; that the commission shall notify, in writing, not less than ten days prior to said hearing, applicants for proposed changes, and all persons whose names and addresses are shown on the assessment roll as owners of property within three hundred feet of all exterior boundaries of the area affected by the proposed changes of the time and place of hearing, which names, addresses, and other information shall be furnished by the applicant in the form required by the commission; that the commission, after hearing shall, by resolution, approve or disapprove the proposed changes which, if approved, shall not become effective for thirty days.

that appeal may be taken from the ruling of the commission by filing written protest with the board of supervisors, and if such protest is subscribed by the owners of twenty per cent of the property affected, the supervisors shall fix a time and a place for hearing such objections which shall be not less than ten nor more than thirty days after such filing, and must decide thereon within ten days of the start of such hearing, provided that, if the full membership of the board is not present on the last day on which said objections are set or continued for hearing within said period, the board may postpone said hearing and decision thereon until, but not later than, the full membership of the board is present; provided, further, that the latest date to which said hearing and decision may be postponed on such account shall not be more than ninety (90) days from the date of filing of such protest; that the supervisors, by not less than two-thirds vote, may disapprove the action of the commission, provided, however, that any change in zoning, classification or building set-back lines made by the commission on its own motion shall require approval of the supervisors by a two-thirds vote; that in case of disapproval by the commission or by the supervisors on appeal of a proposed change, such proposed change may not be resubmitted to or reconsidered by the commission for at least one year.

In determining whether an appeal to the board of supervisors from a decision of the planning commission contains the requisite 20 per cent of signatures of owners of property affected as in this section provided, the board of supervisors shall have the power to exclude property owned by the City and County of San Francisco and by the state and federal governments, and any agency thereof, in making such computation.

LEGISLATIVE REFERRAL

No ordinance shall be considered by the supervisors, the purpose or intent of which is the classification, regulation or control of the height, area, bulk, location or use of any building or buildings, or premise or premises, and classifying any property into any district or zone for such purposes, or establishing a set-back line or lines along any street or portion thereof in the city and county without being first submitted to the city planning commission for report and recommendation. If the commission disapproves any such ordinance, the supervisors may adopt the same only by an affirmative vote of at least two-thirds of its

entire membership. The failure of the commission to act within sixty days from and after the date of official submission of any proposed zoning classification or set-back line by the board of supervisors shall be deemed to be approval of such classification or proposed set-back line by the commission. [Amended, 1948; 1952; 1959]

New Provisions for Zone Changes

SECTION 117.1. The city planning commission shall consider and hold hearings on proposed changes in the zoning ordinance which classifies the uses to which property in the city and county may be put, and on the establishment or changing of building set-back lines, either on its own motion, or on the application of interested property owners or their authorized agents. The board of supervisors, by ordinance, shall establish procedure for action on such matters. The city planning commission shall give notice of time and place of such hearings and shall act upon such applications for change within ninety days from the date of conclusion of the hearing. Failure to act within said time shall constitute disapproval. If approved, such applications, together with the approval of the commission, shall be presented to the board of supervisors, which may adopt such changes by a majority vote. If disapproved, the action of the city planning commission shall be final, except that appeal may be taken from the ruling of the commission by filing written protest with the board of supervisors within a period of thirty days after the action of the city planning commission, and if such protest is subscribed by the owners of twenty per cent of the property affected. The board of supervisors or the clerk thereof shall set a time and place for hearing such

§ 117.1-117.2-117.3

appeal, which shall be not less than ten nor more than thirty days after such filing. The board must decide such appeal within ten days of the time so set for such hearing, provided that, if the full membership of the board is not present on the last day on which said objections are set or continued for hearing within said period, the board may postpone said hearing and decision thereon until, but not later than, the full membership of the board is present, or the action of the commission shall be deemed to be approved by the board, provided, further, that the latest date to which said hearing and decision may be postponed on such account shall not be more than ninety (90) days from the date of filing of such protest. The supervisors may disapprove the action of the commission on such appeal by a vote of not less than two-thirds of all members of the board and adopt such change in said ordinance. Any action of the commission so appealed shall not become effective unless and until approved by the board within the time aforesaid. In case of disapproval by the commission or by the supervisors on appeal of a proposed change, such proposed change may not be resubmitted to or reconsidered by the commission for at least one year. [New section, 1948; amended, 1952]

New Provisions for Zoning Administration

SECTION 117.2. There shall be in the department of city planning a zoning administrator appointed subject to the civil service provisions of this charter who shall administer and enforce the zoning and set-back ordinances. He shall receive and investigate all applications for proposed amendments thereto and shall submit his report and recommendations thereon to the director of planning prior to the hearing by the commission thereon. [New section, 1948]

Variances

SECTION 117.3. The zoning administrator shall receive, investigate, hear and determine all applications for variances from the strict application of the provisions of the aforesaid ordinances. The board of supervisors shall establish by ordinance the procedure for action on such matters, including the manner by which notice of time and place of hearings shall be given. The zoning administrator shall have power to grant only such variances as may be in harmony with the general purpose and intent of all ordinances and in accordance with the general and specific rules and regulations subject to such conditions and safeguards as

he may impose. He shall have authority to grant such variances only when the strict and literal interpretation and enforcement of the provisions of said ordinances would result in practical difficulties, unnecessary hardships or results inconsistent with the general purposes of the zoning regulations. Before any such variance may be granted, there shall appear, and the zoning administrator shall specify in his findings, the facts in each case which shall establish;

(1) That there are exceptional or extraordinary circumstances or conditions applying to the property involved or to the intended use of the property that do not apply generally to the property or class of uses in the same district or zone;

(2) That such variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner, possessed by other property in the same zone and vicinity; and

(3) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such zone or district in which the property is located.

VARIANCE APPEALS

The determination of the zoning administrator shall be final except that appeals therefrom may be taken, as hereinafter provided, to the board of permit appeals, exclusively and notwithstanding any other provision of this charter, by any person aggrieved or by any officer, board, or commission of the city and county. An appeal from a determination of the zoning administrator shall be filed within ten days from the date of such determination with the board of permit appeals. Upon making a ruling or determination upon any matter under his jurisdiction, the zoning administrator shall thereupon furnish a copy thereof to the applicant and to the director of planning. No variance granted by the zoning administrator shall become effective until ten days thereafter. An appeal shall stay all proceedings in furtherance of the action appealed from.

BOARD OF PERMIT APPEALS — POWER TO ACT ON VARIANCES

The board of permit appeals shall have and exercise the following powers:

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3.651

(a) To hear and determine appeals where it is alleged there is error or abuse of discretion in any order, requirement, decision or determination made by the zoning administrator in the enforcement of the provisions of any ordinance adopted by the board of supervisors creating zoning districts or regulating the use of property in the city and county;

3.651

(b) To hear and determine appeals from the rulings, decisions and determinations of the zoning administrator granting or denying applications for variances from any rule, regulation, restriction or requirement of the zoning or set-back ordinances, or any section thereof. Upon the hearing of such appeals said board may affirm, change, or modify the ruling, decision or determination appealed from, or, in lieu thereof, make such other additional determination as it shall deem proper in the premises, subject to the same limitations as are placed upon the zoning administrator by this charter or by ordinance. [New section, 1948]

Subdivisions and Projects

SECTION 118. All plats of new subdivisions of land, or replats of subdivisions laid out in building lots after December 26, 1946, and located within the city and county limits, shall be submitted in tentative form to the department of city planning and the city planning commission shall report its recommendations thereon in writing to the agency responsible therefor, as provided by ordinance. Should major changes occur after acceptance of the tentative map, the final plat shall be submitted for further report thereon to the department of city planning.

3.527

All project plans for public and private housing and publicly-assisted private housing, and for the clearance, rehabilitation and redevelopment of blighted areas, located within the city and county limits, shall be submitted to the department of city planning and the city planning commission shall report its recommendations thereon in writing to the agency responsible therefor. Should major changes thereafter be proposed, those changes shall be submitted to the department of city planning for further report thereon. [Amended, 1948; 1968]

PUBLIC UTILITIES AND FRANCHISES

Public Utility Policy

SECTION 119. It is the declared purpose and intention of the people of the city and county, when public interest and necessity demand, that public utilities shall be gradually acquired and ultimately owned by the city and county. Whenever the board of supervisors, as provided in sections 101 to 104, inclusive, of this charter, shall determine that the public interest or necessity demands the acquisition, construction or completion of any public utility or utilities by the city and county, or whenever the electors shall petition the supervisors, as provided in sections 105, 179 and 180 of this charter, for the acquisition of any utility or utilities, the supervisors must procure a report from the public utilities commission thereon.

7.405

The city is committed by this provision of the charter to a general policy of public ownership of all public utilities. *San Francisco v. United States* (1939) 106 Fed. (2d) 569.

Extension of Municipal Railway by Unification with Market Street Railway

SECTION 119.1. 1. The City and County of San Francisco shall have power and is hereby authorized, in addition to all other powers howsoever conferred upon said city and county, to extend the existing San Francisco municipal railway by the acquisition of the operative properties of Market Street Railway Company, hereinafter called "said operative properties," and to acquire said operative properties, thereby supplying said city and county and the inhabitants thereof with a unified street railway system and incidentally furnishing transportation in and to San Mateo County.

2. The adoption of this section shall be deemed to and shall constitute a finding by the people of the City and County of San Francisco that the public interest and necessity demand the extension of the existing municipal railway by the acquisition of said operative properties, thereby providing a unified municipal railway system for the benefit of said city and county and its inhabitants.

3. Upon the payment in full of the cost of said operative

properties, as herein provided, said operative properties shall be consolidated with the present municipal railway and shall become a part thereof and both of said systems so consolidated, and all additions, betterments and improvements thereto, shall constitute the municipal railway of the City and County of San Francisco, and shall be subject to all the provisions of this charter then in effect. Prior to the payment in full, as herein provided, of the cost of said operative properties the same shall be operated by the public utilities commission, hereinafter called "commission," and the provisions of sections 74, 127, 128, 129.1, 129 and 130 of this charter shall not be applicable to said operative properties, the operation thereof, or the revenues derived therefrom, nor shall any other provision of this charter, inconsistent with the provisions of this section 119.1, be applicable; provided, however, that said commission shall nevertheless manage, control and operate said properties as an extension of the municipal railway with uniform fares and transfer privileges so as to constitute a unified street railway system.

Prior to the acquisition of said operative properties, the commission shall submit, and the mayor shall approve and the board of supervisors shall adopt, a budget relating to such unified operation in the same manner and subject to the same conditions except time as provided in the charter and in this section 119.1, for the submission and approval of the annual budget, the annual appropriation ordinance and the annual salary ordinance. Provided that such budget and ordinances shall become effective upon such acquisition.

For the purpose of accounting for the revenues derived from the operation of said operative properties prior to the payment in full of the cost thereof, 57% of the gross revenues of the municipal railway and said operative properties shall be deemed to be and shall constitute the revenues applicable to and derived from the operation of said operative properties, and said revenues shall be set aside by the controller in a special fund, which is hereby created, to be designated "Municipal Railway-Market Street Extension Fund," hereinafter called "extension fund" and shall be held separate and apart from all other moneys in the treasury.

Out of the moneys estimated to be received in said extension fund there shall be appropriated by the board of supervisors the

amounts recommended by the commission for the following purposes and in the following order:

(a) The operating expenses of said operative properties, including pension charges and proportionate payments to such compensation and other insurance and accident reserve funds as the commission may establish or the board of supervisors may require in connection with said operative properties. The aggregate amount provided from said extension fund for such requirements in any year shall be 55.96% of the annual cost of all the operating expenses and above described charges and payments made on account of both the existing municipal railway and said operative properties then operated as a unified system;

(b) All amounts provided for repairs and maintenance of said operative properties. The aggregate amount provided from said extension fund for such requirements in any year shall be 22.4% of the annual cost of repairs and maintenance of both the existing municipal railway and said operative properties then operated as a unified system;

(c) Amounts determined by the commission to be necessary to create and maintain a reconstruction and modernization fund applicable to said operative properties, not exceeding for the first year after such acquisition \$1,000,000, and not less than \$500,000, and in subsequent years, until the purchase price shall have been paid in full, a sum not exceeding \$1,000,000 for the first year and not less than \$500,000 per annum thereafter. Any new fund and balance remaining in said reconstruction and modernization fund at the close of each fiscal year shall here be a part of the monies to be paid to the Market Street Railway Company pursuant to sub-paragraph (d) hereof;

(d) The entire balance remaining in the extension fund which shall be paid to Market Street Railway Company as required by the terms of the purchase contract, but in any event not later than thirty days after the close of the fiscal year of the city and county. It is hereby found and determined that the net revenue established for gross revenues, operating expenses and other charges, and repairs and maintenance of the municipal railway and said operative properties represent the exact ratio prevailing between said systems based on a study and report of the commission which is hereby approved and adopted.

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4. All amounts herein required to be paid from the extension fund shall be paid by the treasurer of the city and county upon presentation of a controller's warrant drawn at the demand of the commission. It is hereby made the duty of the commission to make such demand in accordance with the terms of the purchase contract and for the purposes herein provided.

All moneys paid to Market Street Railway Company shall be applied first to the payment of interest on the purchase price and the balance to the unpaid principal of said purchase price. None of the moneys in said trust fund shall be diverted to any other purpose or used or applied for any other city and county purposes or transferred to any other fund.

5. The provisions of this section 119.1 shall prevail over any other provision of this charter or general law, and the method herein provided for the extension of the existing municipal railway by acquisition of said operative properties shall be deemed to constitute an additional method of providing for such extension by the acquisition of said operative properties and for the payment of the cost thereof.

Whenever the commission, with the advice and approval of the mayor, shall agree with the Market Street Railway Company upon the terms and conditions of such acquisition of said operative properties, it shall be the duty of the commission and the mayor to execute such contract for and on behalf of the City and County of San Francisco and in its name. Subject only to the provisions of this section 119.1, such contract may provide, among other things:

(a) That the maximum purchase price shall be \$7,500,000, whereof \$2,000,000 shall be paid forthwith from surplus in any of the funds of the existing municipal railway derived from earnings of the existing municipal railway, which surplus is hereby determined to exist and to be available for, and is hereby appropriated for, said purpose, and the city and county shall be obligated solely to pay the balance of said purchase price exclusively from the moneys in said extension fund, as herein provided. The unpaid balance of said purchase price shall bear interest at the rate of not to exceed four (4) per cent per annum, payable annually.

It is hereby found and determined that after making said

initial payment herein provided to be made to Market Street Railway Company there will remain in the funds of the municipal railway moneys fully sufficient to pay and discharge all current obligations of the bonds issued by the city and county for the acquisition, construction and completion of said municipal railway and all other costs and charges now payable from said funds;

(b) That the title to said operative properties shall be transferred to the city and county upon payment of said \$2,000,000 and the execution of proper instruments of conveyance and shall be good and merchantable title free and clear of all claims, liens and encumbrances of every kind and character, whether in favor of the Market Street Railway Company or in favor of any one other than Market Street Railway Company;

(c) That upon the delivery of such instruments of conveyance, Market Street Railway Company shall assign and transfer to the city and county all franchises, permits and licenses of any kind or character necessary or desirable in connection with the operation of said operative properties and shall surrender and cancel its existing operating permit, whereupon all rights, privileges and obligations under said operating permit and all other permits and franchises granted by the city and county shall be terminated and cancelled;

(d) That uniform rates, fares and charges, and universal transfer privileges shall be established and maintained by the commission and that except for school children and other special cases pursuant to which reduced or free transportation now exists in accordance with the existing practice of the municipal railway, the regular fare for transportation of passengers on said unified street railway system shall not be less than 7 cents per passenger until the purchase price of said operative properties shall have been paid in full as herein provided; and provided, however, that said fares shall not be increased in excess of 7 cents per passenger except in accordance with the procedure of section 130 of the charter;

(e) That the City and County of San Francisco and all commissions, boards, officers and employees thereof shall comply with the terms and conditions of said contract and this section 119.1. Such contract may contain such other terms and conditions not inconsistent with the provisions of this section, as the commission

§ 119.1

may deem appropriate for the purpose of carrying out the objects and purposes of this section, including but without being limited to the agreement that the city and county will operate said operative properties and maintain the same in good running order, and otherwise utilize said operative properties in an efficient and economical manner in accordance with the established operating and business standards and practices of the street railway industry, subject only to breakdown and other causes beyond the control of the city and county; that the city and county will not make any extensions, radical changes or alterations to said operative properties or abandon any substantial portion thereof except only to the extent that such extensions or abandonments are required by reason of the unification of the operations of said operative properties with those of the municipal railway. The city and county, however, shall not be obligated to pay any of the costs or expenses provided to be paid under such contract from any source other than said extension fund.

6. Except for the sum of \$2,000,000 to be paid Market Street Railway Company as herein provided, the obligation of the city and county to pay the balance of said purchase price, interest thereon, all operating expenses, all other charges of any other kind or character incurred in connection with said operative properties shall be limited exclusively to moneys in said extension fund as herein provided and under no circumstances shall the payment of any part thereof constitute a debt, liability or obligation of the City and County of San Francisco, nor shall the city and county be obligated to pay any part thereof from any moneys derived from the levy or collection of taxes upon the taxable property of the City and County of San Francisco, provided that nothing herein or elsewhere in the charter contained shall prevent the city and county from paying any part of the balance of said purchase price and interest thereon or any other charges in connection with the operation or maintenance of said operative properties from any funds of the municipal railway appropriated by the board of supervisors for that purpose, which said funds the board of supervisors may in its discretion appropriate; and in the event of such appropriation the provisions of section 129 of the charter, insofar as the revenues of the municipal railway are concerned, shall be suspended until the cost of the acquisition of said operative properties is paid in full, and provided further

that under no circumstances shall the city and county make such payments from its general funds or from any funds other than as provided by this section 119.1.

7. The acquisition of said operative properties in the manner herein provided is hereby determined to be and shall constitute an extension and improvement of the existing municipal railway.

8. Until the purchase price of said operative properties shall have been paid in full, the commission is hereby authorized to fix, establish and collect uniform rates, charges and fares for the transportation of persons on both the municipal railway and the said operative properties, without regard to section 129 of the charter, except as herein provided, and provided that such rates, charges and fares shall not be less than those specified in this section 119.1. After the purchase price of said operative properties shall have been paid in full all rates, charges and fares for transportation service furnished by the then unified and extended municipal railway shall be fixed, established and collected only in accordance with the then existing provisions of the charter, without regard to this section 119.1. [New section, 1948]

Cited in *Kennedy v. Wolff* (1948) 84 Cal. App. (2d) 522, 121 Pac. (2d) 88; *Mullins v. Henderson* (1948) 75 Cal. App. (2d) 117, 170 Pac. (2d) 118.

Payment of Balance Due Market Street Railway

SECTION 119.2. Notwithstanding anything contained in section 119.1 of the charter, or any other provision thereof, the City and County of San Francisco may fund, refinance and pay the entire balance due Market Street Railway Company for the cost of the acquisition of the operative properties of Market Street Railway Company out of current revenues or the proceeds of the sale of any bonds of the City and County of San Francisco which may be authorized for that purpose.

Bonds of the city and county issued to fund or refinance such unpaid balance due Market Street Railway Company may be issued substantially in the form and manner and under the procedure provided by law for the refunding of any outstanding bonded indebtedness of municipalities. [New section, 1948]

Operation of Cable Cars

SECTION 119.3. In the conduct of the municipal railway there shall be maintained and operated cable car lines as follows:

1. A line commencing at Powell and Market Streets; thence along Powell Street to Jackson Street; thence along Jackson Street to Mason Street; thence along Mason Street to Columbus Avenue; thence along Columbus Avenue to Taylor Street; thence along Taylor Street to a terminal at Bay Street; returning from Bay and Taylor Streets along Taylor Street to Columbus Avenue; thence along Columbus Avenue to Mason Street; thence along Mason Street to Washington Street; thence along Washington Street to Powell Street; and thence along Powell Street to Market Street, the point of commencement.

2. A line commencing at Powell and Market Streets; thence along Powell Street to Jackson Street; thence along Jackson Street to Hyde Street; thence along Hyde Street to a terminal at Beach, returning from Beach and Hyde Streets along Hyde Street to Washington Street; thence along Washington Street to Powell Street; thence along Powell Street to Market Street, the point of commencement.

3. A line commencing at Market and California; thence along California Street to a terminal at Van Ness Avenue; returning from Van Ness Avenue along California Street to Market Street, the point of commencement.

Notwithstanding the provisions of section 74 of the charter, the board of supervisors shall have power, and it shall be its duty, to provide \$855,820 from any funds certified by the controller to be legally available for capital costs to accomplish the purpose of this section and it shall, for the fiscal year 1955-1956, levy a tax to provide any portion thereof not theretofore provided.

The amounts realized from the sale or disposition of certain parcel of real property situate at the southwest corner of California and Hyde Streets shall be made available for capital costs for the purpose of this section, and shall be in addition to the amount specified in the preceding paragraph.

Proposed expenditures for capital costs in excess of the amounts hereinabove specifically provided for shall be subject to the provisions of section 74 of the charter. [New section, 1948; amended, 1955]

Acquisition of Operative Properties of California Street
Railroad Company—Operation

SECTION 119.4. The City and County of San Francisco shall have power and is hereby authorized, in addition to all other powers howsoever conferred upon said city and county, to extend the existing San Francisco municipal railway by the acquisition of the operative properties of the California Street Cable Railroad Company, and to acquire said operative properties.

In addition to all other operative properties of every kind and character, said operative properties shall include lot 1 of assessor's block 250, being the southwest corner of California and Hyde Streets, 219 feet 6 inches on California Street by 137 feet 6 inches on Hyde Street, and all of the right, title and interest of said company in lot 2 of assessor's block 25, located on the west side of Hyde Street, 46 feet south of Beach Street, 10 feet 6 inches on Hyde Street, by a depth of 23 feet.

The adoption of this section shall be deemed to and shall constitute a finding by the people of the City and County of San Francisco that the public interest and necessity demand the extension of the existing municipal railway by the acquisition of said operative properties, thereby providing a unified municipal railway system for the benefit of said city and county and its inhabitants.

Whenever the public utilities commission, with the advice and approval of the mayor and the board of supervisors, shall agree with the California Street Cable Railroad Company upon the terms and conditions of such acquisition of said operative properties, it shall be the duty of the commission and the mayor to execute such contract for and on behalf of the City and County of San Francisco and in its name. Such contract shall provide, among other things:

(a) That the maximum purchase price of said properties shall be \$150,000, the period of payment of which shall not exceed one year;

(b) That the title to said operative properties shall be transferred to the city and county upon execution of said agreement and the execution of proper instruments of conveyance and shall be good and merchantable title free and clear of all claims, judgments, liens and encumbrances of every kind and character.

whether in favor of the California Street Cable Railroad Company or in favor of any one other than the California Street Cable Railroad Company;

(c) That upon the delivery of such instruments of conveyance, California Street Cable Railroad Company shall assign and transfer to the city and county all franchises, permits and licenses of any kind or character necessary or desirable in connection with the operation of said operative properties, and shall surrender and cancel its existing operating permit, whereupon all rights, privileges and obligations under said operating permit and all other permits and franchises granted by the city and county shall be terminated and cancelled.

It shall be the duty of the board of supervisors, and it shall have power, to provide funds for the payment of said purchase price out of the general funds, or any other funds, which may legally be made available in accordance with the fiscal provisions of the charter.

Prior to the acquisition of said operative properties, the public utilities commission shall submit, and the mayor shall approve and the board of supervisors shall adopt, a budget relating to the operation of said properties in the same manner and subject to the same conditions except time as provided in the charter and in this section 119.4, for the submission and approval of the annual budget, the annual appropriation ordinance and the annual salary ordinance. Such budget and ordinance shall become effective upon such acquisition.

In the acquisition of said properties, the provisions of section 119 of this charter shall not be applicable; and the provisions of section 119.3 shall not be applicable in the operation thereof.
[New section, 1949]

Public Utilities Commission

3590 SECTION 120. A public utilities commission is hereby created, which shall consist of five members, who shall be appointed by the mayor and who shall be subject to recall and to suspension and removal in the same manner as elective officers. The term of each commissioner shall be four years, provided that the five commissioners first appointed by the mayor after twelve o'clock noon, on the 8th day of January, 1932, shall, by lot, classify their

terms so that the term of one commissioner shall expire at twelve o'clock noon on the 15th day of January in each of the years 1933, 1934 and 1935, respectively, and that the terms of two other commissioners shall expire at twelve o'clock noon on the 15th day of January, 1936, and on the expiration of these and successive terms, the mayor shall appoint their successors for four years. The compensation of each commissioner shall be one hundred dollars (\$100) per month.

General Powers and Duties of Commission

SECTION 121. The public utilities commission shall have charge of the construction, management, supervision, maintenance, extension, operation and control of all public utilities and other properties used, owned, acquired, leased or constructed by the city and county, including airports, for the purpose of supplying any public utility service to the city and county and its inhabitants, to territory outside the limits of the city and county, and to the inhabitants thereof.

The commission shall locate and determine the character and type of all construction and additions, betterments and extensions to utilities under its control, and shall determine the policy for such construction or the making of such additions, betterments and extensions from the public funds under its jurisdiction; provided that in each such case it shall secure the recommendation of the manager of utilities, which shall be presented in writing and shall include analyses of cost, service and estimated revenues of all proposed or feasible alternatives in cases where it is deemed by the manager that such alternatives exist.

The commission shall also have power to enter into contract for the furnishing of heat, light and power for municipal purposes, and to supervise the performance and check the monthly bills under such contract.

The commission shall have full power and authority to enter into such arrangements and agreements as it shall deem proper for the joint use with any other person, firm or corporation owning or having jurisdiction over poles, conduits, towers, stations, aqueducts, reservoirs and tracks for the operation of any of the utilities under its jurisdiction. It may make such arrangements as it shall deem proper for the exchange of transfer privileges

with any privately owned transportation company or system which shall tend toward the betterment of transportation service.

The commission shall observe all city and county ordinances and the regulations of the department of public works relative to utility openings, structures and poles in streets and other public places, as well as all ordinances and regulations relative to barricades, construction lights, refilling excavations and replacing and maintaining street pavements; and in connection with all such matters the said commission shall be subject to the same inspection rules and pay fees to the proper department in the same manner and at the same rates as any private person or corporation.

The commission shall have charge of all valuation work relative or incidental to purchase proceedings initiated by the city and county for the acquisition of any public utility.

Foreign trade zones, as may be authorized by acts of Congress to be located in the city and county, are hereby declared to be public utilities within the meaning of this charter. A bonded indebtedness for the construction, completion or acquisition of foreign trade zones and the acquisition of necessary lands, buildings and equipment authorized by the electors in accordance with the provisions of this charter shall be exclusive of the bonded indebtedness of the city and county limited by this charter.

Utility Departments and Bureaus

SECTION 122. The San Francisco municipal railway, the San Francisco water department, the Hetch Hetchy project until the completion thereof when it shall be merged with the water department, or until any time prior to completion that the commission shall, with the approval of the board of supervisors by a two-thirds vote, declare the project merged with the water department,

ment, the airport, and any other public utility hereafter acquired, shall each be designated as a department under the commission, and, in addition, the commission may create a bureau of engineering and such other bureaus as it may deem necessary for the handling of matters that do not pertain exclusively to any one utility or department. The salaries and general expenses of the commission or bureaus thereof not chargeable to a specific utility shall be apportioned fairly among the utilities under the control of the commission in such manner as the commission may deem appropriate, and such apportionment shall be shown as expenses of such utilities. The Hetch Hetchy project shall not be deemed completed until a specific finding of completion thereof has been made by the commission and approved by the board of supervisors by a two-thirds vote. [Amended, 1963]

Cited in Yosemite, etc., Corp. v. State Board of Equalization (1943)
59 Cal. App. (2d) 39, 138 Pac. (2d) 39.

Referendum on Any Lease or Sale of Public Utility Property

SECTION 123. The board of supervisors shall have power to lease or sell any public utility or any part thereof; provided that any ordinance or other measure involving the lease or sale of any public utility or part thereof, except as provided in sections 92 and 93 of this charter, or any ordinance granting any new franchise for the operation of any public utility whose franchise has expired, or is about to expire, must be referred and submitted to a vote of the electors of the city and county at the election next ensuing not less than sixty days after the adoption of such ordinance, and shall not go into effect until ratified by a majority of the voters voting thereon.

Manager of Utilities and Other Executive Heads

SECTION 124. The public utilities commission shall appoint a manager of utilities who shall be the chief executive of the commission and shall, subject to the approval of the commission, have the management of all utilities, bureaus and operations under its jurisdiction. He shall be paid an annual salary of twelve thousand dollars (\$12,000). He shall hold office at the pleasure of the commission. Subject to the approval of the commission, he shall appoint or remove the heads of departments and bureaus under the commission, exclusive of the civil service provisions of this charter. The manager of utilities and the heads of departments

and bureaus shall each possess the necessary executive, administrative and technical qualifications for their respective offices. The manager shall have full power to administer the affairs of the commission as chief executive officer and may, with the consent of the commission, act as the head of any department or bureau created by this charter or by the commission. The salaries of the manager and heads of separate utilities and bureaus shall not exceed prevailing salaries paid those holding similar positions in comparable private employment. [Salary of manager of utilities now subject to Section 151.1]

Cited in Francis v. Leavy (1933) 131 Cal. App. 620, 21 Pac. (2d) 979 (salaries of manager and heads of utilities).

Employments

SECTION 125. All employees engaged in public utility work at the time this charter shall go into effect, and who have been permanently appointed to their respective positions in conformity with the civil service provisions of this charter, shall become employees of the public utilities commission under the classification held by each such employee at such time. All persons employed in the operating service of any public utility hereafter acquired by the city and county, at the time the same is taken over by the city and county, and who shall have been so employed for at least one year prior to the date of such acquisition, shall be continued in their respective positions and shall be deemed appointed to such positions, under, and entitled to all the benefits of, the civil service provisions of this charter; provided, however, that no person who is not a citizen of the United States shall be so continued in or appointed to his position. All persons residing outside the city and county claiming the benefit of this provision and who are not engaged on such utility work outside of the limits of the city and county shall be allowed a reasonable time, not exceeding one year, to become residents of the city and county.

Persons employed as platform men or bus operators in the operating department of the municipal railway system shall be subject to the following conditions of employment: The basic hours of labor shall be eight hours, to be completed within ten consecutive hours; there shall be one day of rest in each week of seven days; all labor performed in excess of eight hours in any one day, or six days in any one week, shall be paid for at the rate of time and one-half.

~~For the fiscal year beginning July 1, 1957, the basic hours of labor shall be eight hours, to be completed within ten consecutive hours, provided however, in alternate weeks, there shall be two days of rest, consecutive where practicable, and all labor performed in excess of eight hours in any one day, or after a spread of ten consecutive hours in any one day, or five days in any one week, shall be paid for at the rate of time and one-half.~~

~~For the fiscal year beginning July 1, 1958, and thereafter, the basic hours of labor shall be eight hours, to be completed within ten consecutive hours, and there shall be two days off, consecutive where practicable, in each week. All labor performed in excess of eight hours in any one day, or after a spread of ten consecutive hours in any one day, or five days in any one week, shall be paid for at the rate of time and one-half.~~

Conductors and motormen may be assigned to duty as bus operators and while assigned to such duty they shall receive the compensation fixed for such service. Such assignment shall be governed by seniority of service, subject to a qualification test by the railroad management as to competency and to such other qualifications and hearings.

The public utilities commission shall have jurisdiction over the airport now being conducted by the City and County of San Francisco, as well as over any other airport which said city and county may hereafter acquire, maintain or operate. Employees, exclusive of the maintenance employees, at the airport, who are actually employed at the present airport owned and maintained by the City and County of San Francisco, at the effective date of this amendment and who have been continuously so employed for one year immediately preceding said date, shall be continued in their respective positions as if appointed thereto after examination and certification from a list of eligibles and shall thereafter be governed by and be subject to the civil service provisions of this charter. All said employees so continued in their respective positions shall be eligible for like positions in any other airport hereafter acquired, maintained or operated by the City and County of San Francisco. [Amended, 1952, 1953, 1957]

Employments—Public Utilities to Be Acquired by Lease or Other Temporary Arrangement

SECTION 125.1. All persons employed in the operating service of any public utility hereafter acquired by lease or under any other temporary arrangement, under which the city acquires the right to operate said utility, shall be continued in their respective positions and shall be deemed appointed to such positions under, and entitled to all, the benefits of the civil service provisions of this charter for the period of time during which the city shall continue to operate said utility under said lease or other temporary arrangement. Should the city permanently acquire said utility, said persons shall come into the permanent employ of the city and county in their respective positions and shall be deemed permanently appointed thereto under the civil service provisions of the charter and shall be entitled to all the benefits thereof, all subject to the provisions contained in section 125 of the charter; provided, however, that said employees who are taken over into the employ of the city under said lease or other temporary arrangement shall not be subject to the residential qualifications of the charter, during the term of said lease or other temporary arrangement. All employees of any such utility, acquired or operated by the city under any lease or other temporary arrangement, who come into the employ of said utility after the temporary acquisition of same, shall be subject to the civil service provisions of the charter. The civil service rights of any person who comes into the service of the city under any lease or other temporary arrangement for the acquisition and operation of said utility shall cease and terminate upon the expiration of said lease or other temporary arrangement. [New section, 1941]

Legal Work of Commission

SECTION 126. The city attorney, as the legal adviser of the commission, may, with the approval of the commission, compromise, settle or dismiss any litigation or proceedings which may be pending for or on behalf of or against said commission relative to any matter or property under its jurisdiction. He shall detail to the commission such attorneys as the commission may deem necessary, subject to the approval of the commission as to each such attorney or assistant so assigned. The commission shall have authority, subject to the approval of the mayor, to appoint

special counsel for temporary purposes. The compensation of all such attorneys shall be paid by the commission from the revenues of the utilities under its jurisdiction.

Operating Expenses and Reserves

SECTION 127. Receipts from each utility operated by the commission shall be paid into the city and county treasury and maintained in a separate fund for each such utility. Appropriations from such funds shall be made for the following purposes for each such utility in the order named, viz: (a) for the payment of operating expenses, pension charges, and proportionate payments to such compensation and other insurance and accident reserve funds as the commission may establish or the board of supervisors may require; (b) for repairs and maintenance; (c) for reconstruction and replacements as hereinafter described; (d) for the payment of interest and sinking funds on the bonds issued for acquisition, construction or extensions; (e) for extensions and improvements, and (f) for a surplus fund. [Amended, 1937]

Depreciation

SECTION 128. For the purpose of computing net income, the commission, on the basis of an appraisal of the estimated life and the then current depreciated value of the several classes of property in each utility, shall determine the amount of reasonable annual depreciation for each utility. During the year 1938 and at least every five years thereafter, the commission shall make an appraisal or may revise the last preceding appraisal of the value and probable useful life of each of the several classes of property of each utility, and shall, on the basis of said appraisal, redetermine the amount of the reasonable annual depreciation for each utility. [Amended, 1937]

Reconstruction and Replacements

SECTION 128.1. For the purpose of providing funds for reconstruction and replacements due to physical and functional depreciation of each of the utilities under the jurisdiction of the commission, the commission must create and maintain a reconstruction and replacement fund for each such utility, sufficient for the purposes mentioned in this section, and in accordance with an established practice for utilities of similar character, which shall be the basis for the amount necessary to be appropriated annually to provide for said reconstruction and replacements. (d)

[New section, 1937]

Utility Surpluses

SECTION 129. If any accumulation in the surplus fund of any utility shall, in any fiscal year, exceed twenty-five per cent of the total expenditures of such utility for operation, repairs and maintenance for the preceding fiscal year, such excess may be transferred by the board of supervisors to the general fund of the city and county, and such amount shall be deposited by the commission with the treasurer to the credit of such general fund. (e)

(Cited in *Powell v. San Francisco* (1944) 62 Cal. App. (2d) 291, 144 Pac. (2d) 617.

Rates

SECTION 130. The commission shall have power to fix, change and adjust rates, charges or fares for the furnishing of service } 3,598

by any utility under its jurisdiction, and to collect by appropriate means all amounts due for said service, and to discontinue service to delinquent consumers and to settle and adjust claims arising out of the operation of any said utilities.

Rates may be fixed at varying scales for different classes of service or consumers. The commission may provide for the rendition of utility service outside the limits of the city and county and the rates to be charged therefor which may include proportionate compensation for interest during the construction of the utility rendering such service.

Before adopting or revising any schedule of rates or fares, the commission shall publish in the official newspaper of the city and county for five days notice of its intention so to do and shall fix a time for a public hearing or hearings thereon, which shall be not less than ten days after the last publication of said notice, and at which any resident may present his objection to or views on the proposed schedule of rates, fares or charges.

3.598 Rates for each utility shall be so fixed that the revenue therefrom shall be sufficient to pay, for at least the succeeding fiscal year, all expenses of every kind and nature incident to the operation and maintenance of said utility, together with the interest and sinking fund for any bonds issued for the acquisition, construction or extension of said utility; provided that, should the commission propose a schedule of rates, charges or fares for said utility which shall not produce such revenue, it may do so with the approval of the board of supervisors, by a two-thirds vote and it shall thereupon be incumbent to provide by tax levy for the additional amount necessary to meet such deficit. All other changes in rates, charges or fares as proposed by the commission shall be submitted by the commission to the board of supervisors for approval, and, except as in this section otherwise provided, it shall require a two-thirds vote of the board of supervisors to reject the rate changes as proposed by the commission, and if so rejected, such proposed changes in schedules of rates, charges or fares shall be returned to the commission for revision. If the supervisors shall fail to act on any such proposed schedule within thirty days, the schedule shall thereupon become effective.

Street Railway 25-Year Operating Permit

SECTION 131. Any person, firm or corporation, hereinafter called declarant, engaged in operating a street railway in the City and County of San Francisco, may, at any time within six months after this section becomes operative, and file with the clerk of the board of supervisors of said city and county a written declaration of surrender to the City and County of San Francisco of all rights, franchises, privileges, permits or resolutions theretofore granted to or held by declarant, or its predecessors in interest, to operate said street railway under said rights, franchises, privileges, permits and resolutions over the streets, avenues and highways in the City and County of San Francisco set forth in said declaration of surrender, and, in consideration and by reason thereof, declarant shall, upon making and filing such declaration of surrender as aforesaid, immediately and automatically by operation of law and without further act on the part of such declarant or by the city and county, have and hold, in place thereof, an operating permit from the city and county giving and granting unto such declarant, its successors or assigns, the right, until such operating permit is revoked in the manner hereinafter set forth, to operate its cars by means of the overhead electric system, by cables running under the ground and moved by stationary engines, or electric motors, or by such other means as the law may permit, and buses, over the streets and highways in the city and county set forth and enumerated in said declaration of surrender, whether under then existing franchises, or

otherwise, and to conduct in the city and county the same railway business theretofore conducted therein by such declarant and, for that purpose, to have the use of the streets, roads, highways, and avenues in the city and county and of the same, or like tracks, roadbeds, and other structures and rights of way therein, but upon all the terms and conditions contained in the rights, franchises, privileges, permits and resolutions existing as of February 15, 1929, and in the orders, resolutions and ordinances referred to in such declaration of surrender except that the term or condition as to the period of duration of any right, franchise, privilege, permit or resolution applicable to any operating permit or to any right thereunder, shall be for twenty-five years from the date of the filing of the declaration of surrender by declarant herein referred to. Said permit shall apply only to streets, avenues or highways over which the declarant operated its railway at any time during the year 1930.

The provisions of this section shall not apply to the franchises granted under the following named ordinances of the city and county, namely, Ordinance Number 238 (New Series) approved October 17, 1907, and Ordinance Number 495 (New Series) approved May 12, 1908, commonly known as the Parkside franchise, and Ordinance Number 1196 (New Series) approved June 14, 1910, commonly known as the Gough Street franchise, and Ordinance Number 1460 (New Series) approved January 23, 1917, commonly known as the Parnassus and Ninth Avenue franchise, nor to that portion of the franchise granted under Order Number 1532, approved November 28, 1879, for the operation of a railway on Howard street from Steuart street to Twenty-sixth street, nor to that portion of the franchise granted under Order Number 1890, approved December 27, 1886, for the operation of a railway commencing at the intersection of Post street with Market street, thence along and upon Post street to Leavenworth street.

Such declaration of surrender shall be executed by the declarant and acknowledged and certified in the manner provided by law for the conveyances of real property. Upon the presentation to the clerk of the board of supervisors of such declaration of surrender executed, acknowledged and certified, as aforesaid, it shall be the duty of the clerk of the board of supervisors to file the same and to endorse thereon the fact and date of such filing and to sign such endorsement and to deliver to the declarant a true

and correct copy of such declaration of surrender so filed with him, with his certificate attached thereto signed by him and attested by the seal of the city and county to the effect that the same is a true and correct copy of the declaration of surrender so filed with him and stating therein the date of such filing and the name of the declarant executing such declaration and such certificate shall be conclusive evidence of the facts therein recited.

Every permit given and granted as in this section provided, shall be for the period of twenty-five years, as hereinbefore stated, and shall be subject always to the right of the city and county at any time to acquire and possess the operative railway property of the holder of said permit upon paying the fair value therefor, hereinafter referred to as compensation.

The compensation to be paid for the property to be acquired, as aforesaid, shall be fixed and determined by agreement by and between the owner of such property and the board of supervisors, authorized by ordinance, or by the owner of such property and any other governmental body with legal and proper authority, and, in case of their failure to agree, the said compensation to be paid as aforesaid shall be fixed in any manner provided by law, whether by condemnation proceedings in the exercise of the power of eminent domain or otherwise. The compensation herein referred to shall not include any claim for going concern value or any other like intangible by any declarant.

Whenever the city and county desires to acquire said railway property, the city and county shall give the holder of said permit written notice, duly authorized by ordinance, of its intention to take over and acquire said properties on a date to be stated in said notice, but in no event less than three months nor more than fifteen months from the date of said notice; and, upon payment or tender of said compensation on the date so noticed, together with compensation for the cost, less accrued depreciation, of any additions or betterments to said property since the date of filing said declaration of surrender, said permit shall be thereby revoked and the holder thereof shall immediately deliver said property to the city and county, and transfer the same by appropriate deeds of grant, bargain and sale, and other assurances of title.

Failure of the city and county to pay or tender said compensation, as aforesaid, shall not prevent said city and county from

thereafter, at such time as it shall deem proper, taking proceedings to purchase, acquire and possess said operative properties, as in this section provided.

None of the provisions of this charter concerning or relating to the granting of franchises to operate street railways shall be applicable to the permits given and granted under the provisions of this section or under the provisions of section 132 of this charter or to any right thereunder, it being the purpose and intention of said two sections to provide for permits and rights thereunder which can be used and exercised by the holder thereof, its successors or assigns, without reference to any of the terms or conditions under which franchises may be granted under this charter, until such time as the city and county shall purchase, take over and acquire the operative railway property of such holder.

Cited in *Market Street Ry. Co. v. Railroad Commission* (1944) 24 Cal. (2d) 378, 150 Pac. (2d) 196, affirmed (1945) 324 U.S. 548, 65 S. Ct. 770, 89 L. Ed. 1171, rehearing denied (1945) 324 U.S. 890, 65 S. Ct. 1020, 89 L. Ed. 1438; *San Francisco v. Market Street Ry. Co.* (1938) 98 Fed. (2d) 633.

Street Railway Extensions and Abandonments

Abolish SECTION 132. The board of supervisors shall have power to grant by ordinance to any holder of a permit, secured as provided in section 131 of this charter, supplemental permits authorizing such holder, its successors or assigns, to construct and operate in conjunction with its existing lines upon, over or under any of the streets, roads, highways, and avenues of the city and county, an extension or extensions of an existing street railway or bus line in the same manner and subject to the same terms and conditions under which said line from which it is proposed to make the extension, is operated, when such supplemental permit is granted. Every such supplemental permit shall expire concurrently with the permits granted upon the filing of the declaration of surrender provided in section 131 of this charter, and shall be subject always to the aforesaid right of the city and county to acquire and possess the operative railway property of the holder of such supplemental permit as provided in section 131 of this charter. No line of street railway in the city and county, or any portion thereof, operated under authority of any permit, authorized by the provisions of this charter, shall be

abandoned unless the holder of such permit shall, by written petition to the board of supervisors, request authority to make such abandonment, and unless the board of supervisors, upon receiving such petition, shall authorize such abandonment by ordinance and shall first find that the public interest will not be injured or suffer by such abandonment and shall so recite in the ordinance authorizing such abandonment.

Cited in *San Francisco v. Market Street Ry. Co.* (1938) 98 Fed. (2d) 633.

Abandonment of Street Car or Other Transportation Service

SECTION 132.1. In the event of the unification, consolidation or merger of the San Francisco Municipal Railway with any privately owned street railway system or with any portion or facility thereof, no line of street railway, bus line, trolley bus line or cable car line, or any portion thereof, which is now or will be owned by the City and County of San Francisco and is now or will be operated by the public utilities commission, shall be abandoned nor shall the service be discontinued thereon except upon recommendation by the public utilities commission, in writing, to the board of supervisors. The recommendation of the public utilities commission shall be acted upon by the board of supervisors within thirty days from the receipt thereof. For the purpose of hearing such recommendation a public hearing shall be held. If the said recommendation is disapproved by at least nine votes it shall not become effective and such service shall be continued. If said recommendation is not disapproved by nine votes of said board the recommendation shall become effective forthwith. Failure of the board of supervisors to act on said recommendation within thirty days shall be deemed as the approval of said recommendation of the public utilities commission; provided that the public utilities commission may without reference or recommendation to the board of supervisors abandon or discontinue service on any line of street railway, bus line, trolley bus line, or cable car line, or any portion thereof, which has been in operation for less than one year next immediately preceding such order of abandonment or discontinuance. [New section, 1943]

Regulation of Street Railways

SECTION 133. The public utilities commission, subject to the provisions, limitations and restrictions in this charter contained, shall have power to regulate street railroads, cars and tracks; to permit two or more lines of street railways operating under different management to use the same street, each paying an equal portion for the construction and repair of the tracks and appurtenances used by the said railways jointly for such number of blocks consecutively, not exceeding ten blocks; to regulate rates of speed and propose such ordinances to the board of supervisors as are necessary to protect the public from danger or inconvenience in the operation of such roads.

3.595 No person, firm or corporation shall ever be granted the exclusive right to operate a street or other railroad through, in or under any tunnel, subway or viaduct constructed or acquired by the levy, in whole or in part, of special assessment upon private property for such construction or acquisition. Two or more lines of street railways operated under different management may use such tunnel, subway or viaduct for the entire length thereof and for five consecutive blocks approaching each end thereof, each management paying an equal portion of the expense for the construction, maintenance and repairs of the tracks and appurtenances used by said railways jointly. The city and county in the operation of a municipal railway may use any such tunnel, subway or viaduct either singly or jointly with any privately operated railway for the entire length thereof and for any number of blocks approaching each end thereof; and in case of joint use of tracks, shall pay an equal portion of the expense for the construction, maintenance and repairs of the tracks and appurtenances used by said railways jointly.

SCHOOLS

Board of Education

SECTION 134. All of the public schools of the school district of the city and county shall be under the control and management of a board of education, composed of seven commissioners, who shall be nominated by the mayor and be subject to confirmation or rejection by vote of the electors as in this section provided, and who shall be subject to recall, and to suspensions and removal in the same manner as elective officers, as provided by this charter. The term of each member shall be five years, commencing on the 8th day of January following their respective nominations, provided that each such five-year term shall begin at the expiration of the respective terms of members as existing at the time this charter shall go into effect. The compensation of each member shall be one hundred dollars (\$100) per month.

Nominations of members of the board of education shall be made, subject to confirmation by the electors, by the filing by the mayor, with the registrar of voters between the first and tenth day of September in each year prior to the expiration of the term or terms of members, the name of one qualified citizen, or two, as the case may be, to serve as a member or members, respectively, of said board for the regular term or terms commencing on the 8th day of January in the succeeding year. Each nominee, not later than forty-five days prior to the election at which the electors vote to confirm or reject said nominee, shall file with the registrar a statement of qualifications in not to exceed one hundred words, subscribed by him before the registrar. The registrar shall forthwith certify to the said subscription and its date and retain and file the statement. The registrar shall cause said statement of qualifications to be printed and shall mail a copy of the same to each voter, at least five days prior to the election. This printed copy may be attached to any other matter required to be printed and mailed.

The form of ballot shall be as provided in section 184 of this charter and if a majority of the qualified electors voting on said nomination or nominations shall vote in favor thereof, said nomination shall be confirmed and the person or persons named shall take office on the 8th day of January next following. If a majority of the electors vote "No," the nomination shall stand

5.100 rejected, and such person shall not be eligible for nomination as a member of the board of education for a period of at least three years. If a majority of the electors vote "No," the mayor shall appoint a qualified citizen to serve as a member of the board until the 8th day of January following the next general election or general municipal election, whichever shall first be held. Between the first and tenth day of September before such general election or general municipal election, the mayor shall nominate, subject to confirmation by the electors at such election, as herein provided, a qualified citizen to serve as a member of the board for the remainder of the five-year term for which the nomination first made by the mayor was rejected. Vacancies otherwise occurring on said board shall be filled by the mayor for the unexpired terms. [Amended, 1947; 1952; 1968]

Cited in *Lansing v. Board of Education* (1935) 7 Cal. App. (2d) 211, 45 Pac. (2d) 1021.

Corresponding provision (§ 3, Ch. 1, Art VII) of former charter cited in *Esberg v. Badaracco* (1927) 202 Cal. 110, 259 Pac. 730.

Powers and Duties of Board of Education

SECTION 135. In addition to the powers conferred by the general laws of the state and other provisions of this charter, the board of education shall have power to establish and maintain such schools as are authorized by the laws of the state as the board may determine, and to change, modify, consolidate or discontinue the same as the public welfare may require.

5.101 The board shall also have power to employ such teachers and other persons as may be necessary to carry into effect its powers and duties; to fix, alter and approve their salaries and compensations, except as in this charter otherwise provided, and to withhold for good and sufficient cause the whole or any part of the wages, salary, or compensation of any person or persons employed as aforesaid; and to promote, transfer and dismiss teachers, but no teacher shall be dismissed from the department except for insubordination, immoral or unprofessional conduct, or evident unfitness for teaching. Appointment, promotion, assignment and transfer of deputy superintendents, principals, assistants, teachers and all other certificated employees shall be made by the board of education upon the recommendation of the superintendent of schools. All promotions of teachers shall be based solely on merit. Nothing in this section shall be construed to

prevent the board from removing teachers as provided in this charter and the laws of the state. Charges against teachers must be made in writing by the superintendent after investigation and shall be finally passed upon by the board after giving the accused teacher a fair and impartial hearing before said board.

All teachers, heads of departments, vice-principals, principals, supervisors and directors shall be classified as permanent employees in their respective positions after they have been successfully employed in such positions in the school department for a probationary period of three years. In the absence of any action to the contrary by the board of education at the end of the third year of such employment, the classification shall be considered as permanent. A deputy superintendent shall be classified as a permanent employee in such position in the school department in which he was permanently employed immediately prior to his appointment as deputy. 5.101

Non-teaching and non-technical positions, and positions not required by law to be filled by a person holding a teaching or other certificate as required by law, shall be employed under the civil service provisions of this charter and the compensations of such persons shall be fixed in accordance with the salary standardization provisions of this charter.

The board of education shall have power to grant and to renew, and, for insubordination, immoral or unprofessional conduct or unfitness for teaching, to revoke teachers' certificates.

The board shall establish regulations subject to the approval of the controller for the disbursement of all moneys belonging to the school department or the school fund or funds, and to secure strict accountability in the expenditure thereof, and to provide for the prompt payment of all salaries due and allowed to officers, teachers and other employees of the school department.

Notwithstanding any other provision of this charter to the contrary, the board of education of the San Francisco Unified School District may authorize payment of the annual compensation of certificated employees in twelve equal payments, the first such equal payment being made on or before the 5th day of August of each school year, and continuing each month thereafter until the full annual compensation shall be paid, provided

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5.101 that the last equal payment shall be made not later than the 5th day of July of the succeeding school year, and provided further that in the event that the certificated employee for any reason does not perform the full year of service, said certificated employee shall receive only such amount as is authorized by the school code of the State of California. In the event said certificated employee has been paid an amount greater than such employee is entitled to receive under the provisions of the school code of the State of California, said certificated employee shall be liable therefor and within thirty days after such excess payment said certificated employee shall reimburse the San Francisco Unified School District for the excess, and said certificated employee shall not be paid any of his retirement accumulations or credits until the San Francisco Unified School District has been reimbursed for the said excess.

The board shall, between the 1st and 21st days of May of each year, adopt a schedule of salaries for the next ensuing fiscal year for teachers and other employees of the school department. Compensations of non-teaching and non-technical employees shall be fixed in accordance with the salary standardization provisions of this charter. [Amended, 1943]

Non-Certificated Employees, in Public School Cafeterias, With Certain Exceptions, Subject to Civil Service

5.103 SECTION 135.1. All non-certificated public school cafeteria employees of the San Francisco Unified School District, except those holding part-time positions, which are within the limitations as set forth in Section 142 (2) of this charter shall be governed by and shall be subject to the civil service and other provisions of this charter. [New section, 1949; amended, 1963]

Superintendent of Schools

SECTION 136. The superintendent of schools shall be the executive officer of the board of education. He shall be appointed by said board to serve for a term of four years and he shall receive an annual salary of \$10,000 unless an increase in said salary shall be fixed by the board of education and approved by the board of supervisors.

5.102 During his term of office the superintendent may be removed from his office, as in this section hereinafter provided, for misconduct or incompetency after charges setting forth the nature and character of said misconduct or incompetency are filed against the said superintendent. Said charges must be in writing and shall be signed by at least two members of the board of education. A copy of said charges, together with a notice of the time and place of the hearing on the same, shall within five days after the filing of the same be served upon the said superintendent. The mailing of a copy of said charges, with notice of time and place of hearing on the same, by United States registered mail, with the proper amount of postage prepaid thereon, addressed to said superintendent at his last known place of residence, shall be deemed to be a service of said charges as provided for in this section. A public hearing on said charges shall be had by the board of education not less than ten, nor more than twenty, days after the filing of said charges, provided that full power and authority is hereby given to the board of education

5.102 to continue said hearing from time to time not to exceed sixty days from the commencement thereof, provided that for good cause said board may grant a further continuance on said hearing. The superintendent shall have the right to answer said charges, to appear at the hearing thereof and to be represented by counsel thereat for the purpose of defending himself against said charges. Pending the determination of said charges, the superintendent may be suspended from his office by a majority vote of the board of education, and the board may appoint a qualified person to discharge the duties of said superintendent during the period of suspension. If the board of education after hearing said charges shall by a two-thirds vote of all the members, determine that said charges have been sustained, it may by the same vote remove said superintendent from his office. No member of the board shall be entitled to vote on the removal of said superintendent unless he or she has been present at the entire hearing of such charges, provided that any member of the board who has not been present may vote for the removal of the superintendent, if such member has read a transcript of all the testimony taken on said hearing during his absence therefrom, and shall file with the board an affidavit to this effect. If said charges are not sustained by a two-thirds vote of all the members of said board, or if after said charges are sustained, the superintendent is not removed from office as a result thereof, said superintendent shall be reinstated in his position and shall be allowed his salary for the time that he has been under suspension, together with the costs of defending himself against said charges, including a reasonable fee for his attorney to be fixed and allowed by the board. If the charges are sustained, and as a result thereof said superintendent is removed from office, no further salary shall be allowed to said superintendent from the date of his suspension. In the hearing and determination of said charges filed against said superintendent, the judgment of said board of education shall be final unless in determining the sufficiency of said charges said board of education commits a clear abuse of discretion.

The superintendent shall have the powers and duties specified by this charter for department heads, in addition to such powers and duties as are fixed by general law.

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5.102 The positions of superintendent and associate and assistant superintendents shall be held only by persons of expert or technical training, but shall not be subject to any provisions of this charter prescribing a residence qualification for officers or appointees, provided however, that during their incumbency appointees to such positions shall reside in the city and county, and in case any appointee shall fail so to do, his appointment shall at once be revoked by the board.

The superintendent may appoint a confidential secretary who shall hold office at his pleasure. [*Amended, 1963; 1952*]

SECTION 137. [*Repealed, 1952*]

SECTION 138. [*Repealed, 1952*]

SECTION 139. [*Repealed, 1952*]

CIVIL SERVICE

Civil Service Commission

SECTION 140. There is hereby established a civil service commission which is charged with the duty of providing qualified persons for appointment to the service of the city and county. All appointments in the public service shall be made for the good of the public service and solely upon merit and fitness, as established by appropriate tests, without regard to position, political, social or other considerations.

The civil service commission shall consist of three members, appointed by the mayor. The commissioners in office at the time of the adoption of this charter, and this charter section as amended, shall continue in office until the expiration of the terms for which they were appointed, and their successors shall be appointed for terms of six years beginning on the 1st day of July immediately following the expiration of the terms for which they were appointed.

The persons so appointed shall, before taking office, make under oath and file in the office of the county clerk the following declaration: "I am opposed to appointments to the public service as a reward for political activity and will execute the office of civil service commissioner in the spirit of this declaration."

A commissioner may be removed only upon charges preferred, in the same manner as in this charter provided for elective officers. Each of the commissioners shall receive a monthly salary of one hundred dollars (\$100).

Special meetings of the commission for the purpose of considering and adopting examination questions shall not be open to the public. The regular meetings of the civil service commission shall be open to the public and held at such a time as will give the general public and employees of the city and county adequate time within which to appear before the commission after the regular daily working hours of 8 A. M. to 5 P. M. Such person or persons shall be given an opportunity to be heard by the commission before final action is taken in any case involving such person or persons. [Amended, 1946]

Powers and Duties

SECTION 141. The civil service commission shall be the employment and personnel department of the city and county and shall determine appointments on the basis of merit and fitness, as shown by appropriate tests. The commission shall classify positions from time to time may reclassify, in accordance with duties and responsibilities of the employment, and training and experience required, all places of employment in the departments and offices of the city and county not specifically exempted by this charter from the civil service provisions thereof, or which may be created hereafter by general law and not specifically exempted from civil service provisions. The commission shall likewise classify all other positions or other places of employments in the city and county service specifically exempted from the civil service provisions of this charter, but which, by the provisions of section 151, thereof, are made subject to classification for salary standardization purposes on the basis of duties and responsibilities of the employment, and training and experience required. The civil service commission shall be the judge of such classification.

The commission shall also, in accordance with duties and responsibilities, allocate, and from time to time may reclassify the positions to the various classes of the classification. The allocation or re-allocation of a position shall not adversely affect the civil service rights of an occupant regularly holding such position. No person shall hold a position outside of the classification to which he has been appointed, provided that every employee of any department or office shall discharge any of the duties pertaining to such department or office to which his chief may temporarily assign him.

The class titles and class numbers assigned to positions by the commission shall be used in all records, reports, statements and communications, including the compensation schedule, annual budget and salary ordinance, payrolls, and appropriation ordinances.

The commission shall adopt rules to carry out the civil service provisions of this charter and, except as otherwise provided in this charter, such rules shall govern applications; examinations; eligibility; duration of eligible lists; certification of eligibles; appointments; promotions; transfers; resignations; lay-offs or reduction in force, both permanent and temporary, due to lack of work or funds, retrenchment, or completion of work; the filling of positions, temporary, seasonal and permanent; classification; approval of payrolls; and such other matters as are not in conflict with this charter. The commission may, upon one week's notice, make changes in the rules, which changes shall thereupon be published, and be in force; provided that no such change in rules shall affect a case pending before the commission. The secretary may certify eligibles and payrolls and conduct examinations under the rules of the commission.

The commissioners shall have power to institute and prosecute legal proceedings for violations of any of the civil service provisions of this charter.

Positions

SECTION 142. All positions in all departments and offices of the city and county, including positions created by laws of the State of California, where the compensation is paid by the city and county, shall be included in the classified civil service of the city and county, and shall be filled from lists of eligibles prepared by the civil service commission, excepting: (1) positions in which attorneys and physicians are employed in their professional capacity to perform only duties included in their professions, but exclusive of any administrative or executive positions for which such professional status constitutes only part of the qualifications therefor; (2) inmate help or student nurses, or part-time services, where the compensation including the value of any allowances in addition thereto does not exceed one hundred fifty dollars (\$150) per month.

Provided that for each fiscal year following the fiscal year in which this amendment becomes effective, the civil service commission shall adjust the one hundred fifty dollar (\$150) maximum for part-time service as provided herein, in accordance with the

average percentage increase or decrease approved for all classifications under the provisions of section 151 and 151.1 of this charter, and such adjusted rate shall be included in the annual salary ordinance.

Provided further that such part-time positions shall not be exempted from being filled from appropriate lists of civil service eligibles, except upon the recommendation of the appointing officer, who shall set forth the schedule of operations showing that the operations involved require the service of employees for not more than seventy (70) hours per month and approval of the civil service commission, including a certification that such part-time positions cannot practically be filled from existing eligible lists.

Provided further that any occupant of a part-time position on the effective date of this amendment who is occupying such position under certification from the appropriate list of civil service eligibles shall be continued in such position subject to the conditions of his current appointment.

These provisions shall not be used to split or divide any position into two or more units for the purpose of evading the provisions of this section.

(3) Persons employed in positions outside the city and county upon construction work being performed by the city and county when such positions are exempted from said classified civil service by an order of the civil service commission; and (4) persons employed in positions in any department for expert professional temporary services, and when such positions are exempted from said classified civil service for a specified period of said temporary service, by order of the civil service commission; and (5) such positions as, by other provisions in this charter, are specifically exempted from, or where the appointment is designated as exclusive of, the civil service provisions of this charter.

The civil service rights, required by persons under the provisions of the charter superseded by this charter, shall continue under this charter.

Where existing positions that have heretofore been exempt from civil service examinations are now made subject to examination by this charter, the incumbents of such positions who have held such positions for a period of one year continuously next preceding the time that this charter shall go into effect, shall be

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continued in their positions as if appointed thereto after examination and certification from a list of eligibles and shall be governed thereafter by the provisions of this charter, provided, however, the provisions of this paragraph shall not apply to positions heretofore defined and classified by the civil service commission as "institutional help."

8.103 { Any person holding a salaried office under the city and county, whether by election or appointment, who shall, during his term of office, hold or retain any other salaried office under the government of the United States, or of this state, or who shall hold any other salaried office connected with the government of the city and county, or who shall become a member of the legislature, shall be deemed to have thereby vacated the office held by him under the city and county. [Amended, 1933; 1937; 1958; 1963]

Positions in Treasurer's Office

SECTION 142.1. Any person who has performed the duties of general clerk-stenographer in the office of the treasurer continuously for five years immediately prior to the effective date of this amendment and who on said date shall be performing said duties, is hereby confirmed in said position and thereafter shall hold the same pursuant to the civil service provisions of this charter and shall be entitled to all the benefits and privileges of said provisions. [New section, 1937]

Creation of Positions

SECTION 143. Positions in any department or office of the city and county may be created, as provided by this charter, by appropriation ordinance of the board of supervisors. Copy of each such ordinance creating or abolishing positions shall be filed, on the approval thereof, with the civil service commission by the clerk of the board of supervisors. Before the appointing officer shall

make recommendation for the creation of any new or additional position in any department or office, he shall request and receive from the commission the proper designation and classification of such position based on the duties and responsibilities thereof, and if such position is included in the classified civil service, the commission may, in writing, express to the appointing officer its opinion as to whether or not such position is needed.

Immediate notice in writing shall be given to the civil service commission by the appointing officer of each department and office of the city and county of the creation or abolition of any position, or of any change in duties if the position is included in the classified civil service, or of any appointment, resignation, suspension, dismissal or other creation of vacancy therein, with the date of any such change. If said appointing officer is also empowered to establish compensation rates or make changes therein, he shall notify the commission of any such rate or change therein. The commission shall maintain a record of all such notifications.

The term "appointing officer" as used in this charter shall also include any board or commission in the exercise of its power to appoint a department head or other officer or employee designated by this charter as appointive by such board or commission.

Applications

SECTION 144. Any citizen having the qualifications prescribed by section 7 of this charter may submit himself for any examination under conditions established by the civil service commission. Provided, however, applicants for positions as motorman, conductor or bus operator on the municipal railway need not be residents of the city and county at the time of application.

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examination or appointment, but must become residents within the meaning of section 7 within a reasonable time, not to exceed six months, after completion of the probationary period provided in section 148. The commission shall advertise in the official paper the time, place and general scope of all examinations for entrance into the public service and may take further appropriate means to interest suitable applicants. When examinations for promotion are to be held, the commission shall give notice thereof to all persons in positions entitling them under the civil service rules, to participate in such examination, by posting information thereof in the office of the commission for a period of ten days and notifying the department concerned. [Amended, 1957]

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(d)

Qualifications and Tests

8.321 SECTION 145. All applicants for places in the classified service shall submit to tests which shall be competitive, provided, however, that no test in either entrance or promotional examinations shall be deemed to be competitive unless two or more persons shall participate, except that any such examination may be held for

one qualified applicant on recommendation of the civil service commission and approval by resolution of the board of supervisors, after a finding by the board that reasonable publicity of the proposed examination has been given by the civil service commission. Such tests shall be without charge to the applicants. The commission shall control all examinations and may employ suitable persons in or out of the public service to act as examiners. The tests may be written, oral, mechanical or physical, or any combination of them, practical in character and related to matters fairly to test the relative capacity of the applicants for the positions to be filled. The commission shall be the sole judge of the adequacy of the tests to rate the capacity of the applicants to perform service for the city and county. The commission may, for each examination, establish a passing mark or may determine the total number of persons who shall constitute the list of eligibles. The commission shall prepare from the returns of the examiners the list of eligibles, arranged in order of relative excellence. No question submitted to applicants shall refer to political or religious opinions or fraternal affiliations.

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Applicants for entrance positions in the uniformed force of the fire department shall not be less than nineteen years of age at the time of taking the examination, nor less than twenty years or or more than thirty-two years of age at the time of appointment and shall have the physical qualifications required for enlistment in the United States Army, Navy and Marine Corps.

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(b)

Applicants for entrance positions in the uniformed force of the police department shall not be less than twenty years of age at the time of taking the examination, nor less than twenty-one years of age or more than thirty-five years of age at the time of appointment and shall have the physical qualifications required for enlistment in the United States Army, Navy and Marine Corps.

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(c)

Applicants for positions in the mechanical trades and occupations may, in the discretion of the commission, be rated solely on experience and physical qualifications which may be demonstrated by such evidence and in such manner as the commission may direct, and such applicants may be submitted to such further tests as the commission may require. Examinations of laborers shall relate only to physical qualifications and experience, and laborers establishing their fitness shall rank upon the register in order of priority application.

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8330 The commission may remove all names from the list of eligibles after they have remained thereon for more than two years and all names thereon shall be removed at the expiration of four years. The commission may, however, provide in the scope-circular of any examination that the list of eligibles secured thereby shall automatically expire at a date not less than two or more than four years after the adoption of such list.

8324 Veterans with thirty days or more actual service, and widows of such veterans, who become eligible for appointment by attaining the passing mark in any entrance examination, shall be allowed an additional credit of five per cent in making up the list of eligibles secured by such examination. The term "veteran" as used in this section shall be taken to mean any person who has been mustered into, or served in, the Army, or enlisted in, or served in, the Navy or Marine Corps, of the United States, in time of war and received an honorable discharge or certificate of honorable active service. In the case of promotive examinations, when the passing mark has been attained, a credit of three per cent shall be allowed to veterans or to widows of such veterans, when requested by such veterans or widows. When an eligible has secured a permanent appointment from a list of eligibles derived from an entrance examination in which he has been allowed additional credits of five percent as herein provided, and has served the full probationary period therein as provided in this charter, such other additional credits of five per cent that have been allowed him on lists of eligibles derived from other entrance examinations shall be automatically cancelled, and his rank on such other list or lists revised to accord with his relative standing before such additional credits were added and he shall not be allowed such additional credits in any other entrance examinations. If he has received a permanent appointment from a list of eligibles derived from a promotive examination in which he has requested and been allowed the additional credits of three per cent as herein provided, and has served the full probationary period therein as provided in this charter, such additional credits of three per cent that have been allowed him on lists of eligibles derived from other promotive examinations shall be automatically cancelled, and his rank on such other list or lists revised to accord with his relative standing before such additional credits were added, and he shall not be allowed such additional credits in any other promotive

8324 examinations. The civil service commission may, for services or employment specified by the commission, allow general or individual preference, but not less than ten per cent, for entrance appointment of veterans who have suffered permanent disability in line of duty, provided that such disability would not prevent the proper performance of the duties required under such service, or employment, and provided that such disability is of record in the United States Veterans' Bureau. [Amended, 1940; 1948; 1968]

Time of War

8324 SECTION 145.01. In the administration hereafter of the provisions of section 145 of this charter, the terms Army, Navy or Marine Corps of the United States shall be deemed to include the Army, the Air Corps, the Navy, the Marine Corps, and the Coast Guard of the United States, and for the purpose of determining whether any person was mustered into, or served in, the Army, the Air Corps, the Navy, the Marine Corps, or the Coast Guard of the United States, in time of war, the expression, time of war, shall include the following periods of time:

- (a) The period of time from the commencement of a war as shown by any declaration of war of the Congress of the United States, or by any statute or resolution of the Congress a purpose of which is to declare in any manner the existence of a state of war, until the time of termination thereof by any truce, treaty of peace, cessation of hostilities, or otherwise.
- (b) The period of time during which the United States is or has been engaged in active military operations against any foreign power, whether or not war has been formally declared.
- (c) The period of time during which the United States is or has been assisting the United Nations or any nation or nations in accordance with existing treaty obligations, in active military

operations against any foreign power, whether or not war has been formally declared.

(d) The period of time during which the United States is engaged in a campaign or expedition in which a medal has been authorized by the government of the United States; provided, however, that no person shall be eligible for the benefits provided for veterans in section 145 unless he shall have been eligible to receive such a medal. [New section, 1953; amended, 1968]

Limited Tenure Appointments

SECTION 145.1. When in time of war declared by the Congress of the United States eligibles are not available for appointment from registers established through the regular examination procedure as provided under section 145 hereof, the civil service commission may qualify applicants for wartime appointments to positions through informal and non-competitive tests. Such tests and appointments resulting therefrom shall be governed solely by the provisions of this section and by rule of the civil service commission adopted pursuant thereto and the tests shall be adequate in the judgment of the civil service commission to determine the capacity of applicants to perform the duties of the positions to be filled pending creation of lists of eligibles through the regular examination procedure as provided in section 145 hereof. Appointments made under the provisions of this section shall be designated "limited tenure appointments" and may continue only until registers of eligibles are established through the regular examination procedure provided in section 145 hereof but in no event to exceed six months beyond the cessation of hostilities. Limited tenure appointments may be terminated by the appointing officer at any time for lack of work or funds. Limited tenure appointments may be terminated by the appointing officer for good cause at any time with the approval of the civil service commission without reference to the procedures governing removals set forth in section 154 hereof. Persons serving under limited tenure appointments as in this section provided shall by reason of such service acquire no right or preference to permanent civil service status as defined elsewhere in this charter or by rule of the civil service commission which is conferred on persons completing probationary appointments made from lists of eligibles established through the regular examination procedures provided in section

145 of the charter. Service after January 1, 1951, under limited tenure appointment, by platform employees of the municipal railway, shall not be included in the calculation of service of such employees for the purpose of determining assignments of runs when such assignments are made on the basis of seniority of service.

Non-civil service appointments in the absence of civil service eligibles as provided in section 149 of this charter shall not be authorized if applicants qualified for limited tenure appointments are available. The civil service commission shall make every effort consistent with current conditions to maintain adequate registers of eligibles established through the regular examination procedure provided in section 145 hereof. If its annual appropriation is insufficient to meet the cost of the examinations required to establish registers of eligibles through the examination procedures set forth in section 145 hereof, or to qualify applicants for limited tenure appointments as herein provided, the commission shall report to the mayor the estimated cost thereof and the mayor shall request and the supervisors shall make supplemental appropriations therefor in the manner provided herein for supplemental appropriations.

The civil service commission shall adopt rules to carry out the provisions of this section and to govern the administration of limited tenure appointments.

In time of national emergency declared by the President of the United States or by the Congress or while any act authorizing compulsory military service or training is in effect, the provisions of this section may also be made operative upon recommendation of the civil service commission and approval of the board of supervisors by ordinance enacted by two-thirds vote of the board. Authority for limited tenure appointments, if established pursuant to the authority of this paragraph, shall cease six months after repeal by the board of supervisors of the ordinance which authorized such appointments. [New section, 1943; amended, 1951]

Employment of Blind Persons

SECTION 145.02. Notwithstanding anything to the contrary in section 140 of this charter, or any other provision of the charter, it shall be the policy of the City and County of San Francisco, consistent with a policy of acquiring qualified personnel for the service of the city and county, to encourage the hiring of blind persons. It shall further be the policy of the City and County of San Francisco that no otherwise qualified blind person shall be discriminated against in examination, re-examination, appointment, reappointment, waiver of eligibility for appointment or reappointment, promotion or demotion in any class, subclass or position in the civil service unless eyesight is indispensable for the performance of the duties and responsibilities of the class, subclass or position. It shall be the duty of the commission to classify, and from time to time may reclassify, places of employment in the civil service the duties of which may be efficiently performed by qualified blind persons and to conduct appropriate examinations which will fairly test the capacity of blind persons as well as sighted persons to perform such duties. [New section, 1955]

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Promotions

SECTION 146. Whenever it deems it to be practicable, the civil service commission shall provide for promotion in the service on the basis of such examinations and tests as the commission may deem appropriate, and shall, in addition, give consideration to ascertained merit and records of city and county service of applicants. The commission shall announce in the examination scope circular the next lower rank or ranks from which the promotion will be made. Except as specifically provided in other sections of this charter, all promotions in the uniform forces of the police and fire departments, respectively, shall be made from the next lower civil service rank attained by examinations, as herein set forth, giving consideration also to meritorious public service and seniority of service and a clean record in the respective departments. All such promotive examinations in the police and fire

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departments shall be entirely of a written character; and all questions asked or problems given in said examinations shall pertain to matters concerning the duties of members of the department for which the examination is held.

Fifteen per cent of the total credits obtainable under any promotive examination for eligibles for the police or fire department shall be allowed for seniority of service, which said credits shall be distributed as follows:

Examinations for Eligibles for the Police Department

(a) For Promotion to the Rank of Sergeant of Police:

One per cent of the total credits allowed for the entire examination shall be allowed for each year of service in the department until a total of fifteen per cent of the credits of the entire examination is reached;

(b) For Promotion to the Rank of Lieutenant of Police:

Six-tenths of one per cent of the total credits allowed for the entire examination shall be allowed for each year of service in the department until a total of nine per cent of said total credits of the entire examination is reached, and in addition thereto six-tenths of one per cent of the total credits allowed for the entire examination shall be allowed for each year of service in the rank of corporal or sergeant until a total of six per cent of the credits of the entire examination is reached.

(c) For Promotion to the Rank of Captain of Police:

Forty-five hundredths of one per cent of the total credits allowed for the entire examination shall be allowed for each year of service in the department until a total of nine per cent of said total credits for said examination is reached, and in addition thereto six-tenths of one per cent of the total credits allowed for the entire examination shall be allowed for each year of service in the rank of lieutenant until a total of six per cent of the credits of the entire examination is reached.

(d) In addition to the foregoing credits for seniority, six per cent of the total credits allowed for said examination shall be allowed each applicant for a clean record in the department. All members of the department who have performed acts of meritorious public service and have not heretofore received credit for such meritorious public service in a promotional examination and

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all members of the department who shall perform acts of meritorious public service prior to the effective date of this amendment shall be allowed in addition a maximum for four credits for said examination according to the judgment of the commission. Credits for meritorious public service, in a promotional examination within the police department shall not be allowed by the civil service commission except as herein provided.

Examination for Eligibles for the Fire Department

Fifteen per cent of the total credits allowed for any promotive examination shall be allowed for seniority of service, which said credits shall be distributed as follows:

(c) For promotion to the Rank of Lieutenant in the Fire Department:

One per cent of the total credits allowed for the entire examination shall be allowed for each year of service in the fire department until a maximum of fifteen per cent is reached;

(f) For Promotion to the Rank of Captain in the Fire Department:

Six-tenths of one per cent of the total credits allowed for the entire examination shall be allowed for each year of service in the fire department until a total of nine per cent is reached; and in addition thereto there shall be allowed six-tenths of one per cent of the total credits allowed for the entire examination for each year of service in the rank of lieutenant until a total of six per cent of the credits of the entire examination is reached.

(g) For Promotion to all Ranks Above Captain in the Fire Department:

Forty-five hundredths of one per cent of the total credits allowed for the entire examination shall be allowed for each year of service in the fire department until a total of nine per cent of said credits is reached, and in addition thereto there shall be allowed six-tenths of one per cent of the total credits allowed for the entire examination for each year of service as an officer in the rank held by the applicant at the time of the examination, until a total of six per cent of the credits of the entire examination is reached.

(h) In addition to the foregoing credits for seniority six per

cent of the total credits allowed for said examinations shall be allowed to each applicant for a clean record in the department.

(i) In promotional examinations in the police and fire departments, seniority of service and a clean record in the respective departments shall be added to the credit obtained by the applicant in the written portion of said examination, and shall be taken into consideration by the commission in determining his passing mark and his place upon the list of eligibles.

(j) In computing the credits for service in both the police department and the fire department, fractional parts of the year shall not be considered. [Amended, 1937; 1941; 1954]

Substitute Promotional Examinations for Persons Returning From
Authorized Military Leave

SECTION 146.1. Employees under permanent civil service appointment who, because of absence on duly authorized military leave after June 27, 1950, did not participate in a promotional examination held after June 27, 1950 and during time of war as defined in section 145.01 of this charter, and in which examination the employee would have been otherwise eligible to compete had the war not intervened, and which examination is hereinafter referred to as the original promotional examination, shall after abridgment of military leave, have the right to participate in a similar promotional examination. Provided, that persons and employees who were on entrance or promotive eligible lists, shall, for the purpose of this amendment, be deemed to be appointees in their classifications from the time their names were reached for permanent certification while in the military service. 4327

In order to qualify for participation in a similar promotional examination under the provisions of this section, such employee who desires to participate therein must make application in writing to the civil service commission within thirty days after the abridgment of his military leave, or within thirty days after the effective date of this amendment. Failure to file such written request to participate in a similar promotional examination as herein provided shall be deemed a waiver of all rights of the employee to participate in such similar promotional examination.

The civil service commission shall arrange to hold such similar promotional examination within a reasonable time after employees eligible to request participation in any such similar promotional examination under the provisions of this section have indicated their desire to so participate, or have waived their right to participate, as herein provided.

The civil service commission shall be the sole judge of the adequacy of such similar promotional examination. If the employee obtains in the similar promotional examination a score rating equal to or more than the minimum passing mark established by the civil service commission for inclusion on the list of eligibles resulting from the original promotional examination, his name shall thereupon be entered on the eligible list resulting from the original promotional examination in accordance with the relative excellence obtained by all the qualified participants in the orig-

inal and similar promotional examinations. Such employees shall be eligible for appointment from such list of eligibles in accordance with civil service rules to any vacancy thereafter occurring, and subject to satisfactory completion of a probationary period as provided in section 148 of this charter for a period of four years after the date on which their name is entered on the eligible list and before eligibles procuring standing through examinations held subsequent to the original promotional examination.

If it is determined by the civil service commission that the name of such person would have been reached for permanent appointment from the list of eligibles established as a result of the original promotional examination during his term of military service had the name of such person appeared thereon, then such employee, upon appointment to a permanent position as herein provided, shall be granted seniority in such appointment from the date his name would have been reached had his name appeared thereon, but such seniority shall be used only for the purpose of determining salary increments and calculating city and county service credits in other promotional examinations held subsequent to the similar promotional examination herein authorized. For all other purposes, seniority of service shall date from the date of appointment as a result of qualifying in the similar promotional examination as herein authorized.

Such employees who qualify for appointment as a result of a similar promotional examination as herein provided, and who are appointed to permanent positions, as herein provided, shall be permitted to participate in other promotional examinations for which they are otherwise eligible, while serving under probationary appointment in the position to which appointed as a result of the similar promotional examination, provided that certification from lists of eligibles established from such other examinations shall not be made until the employee has satisfactorily completed the aforesaid probationary appointment.

The civil service commission shall adopt rules to govern the administration of similar promotional examinations herein authorized, and appointments and other matters resulting therefrom.

[New section, 1947; amended, 1948; 1955]

No Aid, Hindrance, Fraud or Collusion Permitted

SECTION 147. No person or officer shall, by himself or in cooperation with other persons, defeat, deceive or obstruct any person in respect to his or her right of examination; or falsely make, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or make any false representations concerning the same, or concerning the person examined; or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person of being appointed, employed or promoted.

Any eligible securing standing on a list by fraud, concealment of fact or violation of commission rules shall be removed from such list and if certified or assigned to a position shall be removed therefrom.

Inspection of Civil Service Examination Papers

SECTION 147.1. After the written portion of a civil service examination has been held, and prior to the scoring thereof, the questions used and the answers thereto shall be made available for review by the participants. During the review period, participants shall have an opportunity to protest questions or answers they believe to be incorrect or improper, and for this purpose shall be permitted to bring to the place of review such written authorities as they may desire to assist them in the preparation of their protests. The written portion of the examination shall not be scored until all protested items have been acted on by the civil service commission and an official rating key has been adopted. After the official rating key has been adopted, the examination papers have been scored and the identification sheets of the participants have been opened so that the identity of the participant is known, the civil service commission shall not make any changes in the examination questions or answers.

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After the civil service commission has prepared and published or posted a tentative list of eligibles, arranged in order of relative excellence, as the result of any examination held by said commission, all examination papers, questions and answers, and all marks and grades given on any test given in said examination shall be open to public inspection, provided that the identity of the examiner giving any mark or grade in an oral test shall not be disclosed; and provided further that the commission may require the payment of a fee of not more than one dollar (\$1.) for the inspection of all of the papers relating to the examination of any one person participating in said examination; and provided further that a participant may examine his own examination papers without charge. The civil service commission shall have power to correct any error which in its judgment may have occurred in the rating of any participant in said examination, and to alter said published or posted tentative list of eligibles and to make changes accordingly therein. The civil service commission shall provide for a reasonable period of time for such inspection, but not less than three (3) working days for entrance examinations nor less than five (5) working days for promotive examinations nor more than two (2) calendar weeks for either entrance or promotive examinations. If no protests are received during the time limits provided by the civil service commission for such inspection, the tentative list of eligibles shall be given immediate final approval and adoption. If any protests are filed within the inspection period provided by the civil service commission, the investigation and action on such protests shall be expedited to the end that final approval and adoption of the eligible list may be made at the earliest possible time, provided that in no event shall such final approval and adoption be delayed beyond sixty (60) days after the date of publication or posting of the tentative list of eligibles.

The civil service commission by rules shall establish procedures for the review of written tests and the inspection of examination papers, as herein provided, for the maintenance of the security of examination material and for the protection of the public interest. [New section, 1938; amended 1961]

Requisition, Certification and Appointment

SECTION 148. Whenever a position controlled by the civil service provisions of this charter is to be filled, the appointing officer shall make a requisition to the civil service commission for a person to fill it. Thereupon, the commission shall certify to the appointing officer, the name and address of the person standing highest on the list of eligibles for such position. In case the position is promotive, the commission shall certify the name of the person standing highest on such list. In making such certifications, sex shall be disregarded except when a statute, a rule of the commission or the appointing officer specifies sex.

From the requisition of the appointing officer or otherwise, the commission shall determine whether the position is, in character, temporary, seasonal or permanent, and shall notify the candidate in accordance therewith to the end that the candidate may have knowledge of the probable duration of employment. The commission shall provide for such waiver of temporary or seasonal employment as it may deem just to candidates.

Any appointment to a position declared permanent by the civil service commission shall be on probation for a period of six months, provided that the probationary period for entrance positions in the uniform rank of the police department shall be for one year. At any time during the probationary period the appointing officer may terminate the appointment upon giving written notice of such termination to the employees and to the civil service commission specifying the reasons for such termination. Except in the case of uniformed members of the police and fire departments the civil service commission shall inquire into the circumstances. If the appointment resulted from an entrance examination the commission may declare such person dismissed or may return the name to the list of eligibles under such conditions for further appointment as the commission may deem just. If the appointment resulted from a promotional examination the employee shall have the right of appeal and hearing before the civil service commission. The commission shall render a decision within thirty days after receipt of the notice of termination and (a) may declare such person dismissed; or (b) order such person reinstated in his position without prejudice, and the commission may in its discretion order that the employee be paid salary from time of the termination of his appointment; or (c) order the return of such person to the position from which he was promoted. The decision of the commission shall be final. Immediately prior to the expiration of the probationary period the appointing officer shall report to the civil service commission as to the competence of the probationer for the position, and if competent, shall recommend permanent appointment. [Amended, 1937; 1946; 1967]

Emergency Appointments

SECTION 149. When no list of eligibles exists or no eligible is available on an existing list for a position in the class requisitioned by the appointing officer, and immediate service in the position is required by the appointing officer and another list exists which is deemed by the commission to be suitable to provide temporarily the service desired, the commission shall certify for civil service temporary appointment an eligible from such list; if no such other list deemed by the commission to be suitable exists, the commission pursuant to its rules may authorize the appointing officer to make a non-civil service or emergency appointment thereto for a period not exceeding ninety working days. Such non-civil service or emergency appointment, however, shall cease prior to the expiration of such ninety working days at the time a civil service eligible reports for duty as provided in section 148 of the charter.

If a list of eligibles exists for the position requisitioned, but immediate service is deemed necessary by the appointing officer pending the time an eligible from such list is certified and reports for duty as provided in section 148 of the charter, the commission may authorize the appointing officer to make a non-civil service or emergency appointment thereto for a period not exceeding thirty working days. Such non-civil service or emergency appointment, however, shall cease prior to the expiration of such thirty working days at the time a civil service eligible reports for duty as provided in section 148 of this charter.

No person shall be compensated under any non-civil service or emergency appointment or appointments as authorized under the provisions of the foregoing paragraphs of this section for a period exceeding ninety working days in any fiscal or calendar year, and no claim or warrant therefor shall be approved, allowed or paid for any compensation in excess of such ninety working days in any fiscal or calendar year.

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If no eligibles are available for appointment to a permanent position in the class requested by the appointing officer the commission shall immediately hold an examination and establish an eligible list for such position. If its annual appropriation is insufficient to meet the cost of said examination, it shall report to the mayor the estimated cost thereof, and the mayor shall request and the supervisors shall make supplemental appropriation therefor in the manner provided herein for supplemental appropriations.

Whenever the board of supervisors by a three-fourths vote of all its members shall declare that an unemployment emergency exists throughout the city and county because of extraordinary conditions due to unemployment, and shall fix the period during which such unemployment emergency shall be officially recognized, the civil service commission shall then have power to exempt from civil service examinations during such emergency period all places of employment that may be created by special appropriation to relieve such unemployment emergency; provided, that no action shall be taken under the provisions of this paragraph that will adversely affect the rights of civil service eligibles for employment in the usual temporary and permanent positions that are provided for in the annual salary ordinance. The civil service commission shall adopt special rules for the government of appointments to the emergency positions that may be created under the authority of this paragraph. [Amended, 1938; 1953]

Verification of Payrolls

SECTION 150. All personal services shall be paid by warrants on the basis of a claim, bill, time roll or payroll approved by the head of the department or office employing such service. The claims, bills or payrolls, hereinafter designated as payrolls, for salaries, wages or compensation for personal services shall be

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cers, assistants and employees of every class or description, without regard to the name or title by which they are known, for each department or office of the city and county shall be transmitted to the civil service commission before presentation to the controller.

The secretary of the commission shall examine and approve such payroll for all persons legally appointed to or employed in positions legally established under this charter. The payrolls thus approved, with notation of any item thereof disapproved, shall then be certified by the secretary of the commission and transmitted by him to the controller. The controller shall not approve and the treasurer shall not pay any claim for personal services, or pay check or warrant for salary, wages or compensation unless the same shall have been approved by the said secretary.

For the purpose of the verification of claims, bills, timerolls, or payrolls, contractual services represented by teams or trucks hired by any department head or other officer of the city and county shall be considered in the same manner as personal service items and shall be included on payrolls as approved by said department heads or other officers, and shall be subject to examination and approval by the secretary of the civil service commission and the controller in the same manner as payments for personal services.

The salary, wage or other compensation fixed for each officer and employee in, or as provided by this charter, shall be in full compensation for all services rendered, and every officer and employee shall pay all fees and other moneys received by him, in the course of his office or employment, into the city and county treasury except as provided in section 32 of this charter.

No officer or employee shall be paid for a greater time than that covered by his actual service; provided, however, that the basic amount of salary, wage or other compensation, excluding premium pay differentials of any type whatsoever of any officer or employee who may be called upon for jury service in any municipi-

pal, state or federal court, shall not be diminished during the term of such jury service. There shall, however, be deducted from the amount of basic salary, wage or other compensation, excluding any pay premium differentials of any type whatsoever payable by the city and county to the officer or employee for such period as such officer or employee may be absent on account of jury service, any amounts which the officer or employee may receive on account of such jury service. Any absence from regular duty or employment while on jury duty shall be indicated on timerolls by an appropriate symbol to be designated by the controller. [Amended, 1953]

Standardization of Compensation

SECTION 151. The board of supervisors shall have power and it shall be its duty to fix by ordinance from time to time, as in this section provided, all salaries, wages and compensations of every

8.400 (a) kind and nature, except pension or retirement allowances, for the positions, or places of employment, of all officers and employees of all departments, offices, boards and commissions of the city and county in all cases where such compensations are paid by the city and county.

8.401 Compensations specified in this charter shall not be subject to the provisions of this section. Compensations of the teaching and other technical forces of the school department and employees of the Steinhart Aquarium and law library departments, construction employees engaged outside of the city and county, part-time employees, and inmate and institutional help receiving less than fifty dollars (\$50) per month, shall be fixed by the department head in charge thereof, with the approval of the board or commission, if any, in charge of the department concerned and subject to the budget and appropriation provisions of this charter; provided that part-time employees shall be recorded as such by a department head, only with the approval of the civil service commission and, when so recorded, shall be noted as part-time on payrolls, budget estimates, salary ordinance and similar documents.

8.402 In fixing schedules of compensation as in this section provided, the civil service commission shall prepare and submit to the board of supervisors and the board shall adopt a schedule of compensations which shall include all classifications, positions and places of employment the wages or salaries for which are subject to the provisions of this section; provided, that the civil service commission shall from time to time prepare and submit to the board of supervisors and the board shall adopt amendments to the schedule of compensations which are necessary to cover any new classifications added by the civil service commission. Under the schedules of compensation recommended by the civil service commission and adopted by the board of supervisors as herein provided, like compensation shall be paid for like service, based upon the classification as provided in section 141 of the charter, and for those classifications of employment in which the practice is customary, the proposed schedules of compensation shall provide for minima, intermediate, and maxima salaries and for a method of advancing the salaries of employees from the minimum to the intermediate and to the maximum with due regard to seniority of service. The compensations fixed as herein provided shall be in accord with the generally prevailing rates of wages for like service and working

conditions in private employment or in other comparable governmental organizations in this state; provided, that for specialized services which are peculiar to the municipal service and not duplicated elsewhere in private or other governmental organizations in this state, the commission shall recommend and the board of supervisors shall fix a compensation which shall be in accord with the wages paid in private employment or other governmental organizations in the state for the nearest comparable service and working conditions; and provided further that if the civil service commission determines on the basis of facts and data obtained in a comprehensive investigation and survey concerning wages paid in private employment for like service and working conditions or in other governmental organizations in this state, the commission shall set forth in the official records of its proceedings all of the data thus obtained and on the basis of such data the commission shall set forth in its official records an order making its findings as to what is the generally prevailing rate of pay for each class of employment in the municipal service as herein provided, and shall recommend a rate of pay for each such classification in accordance therewith. The proposed schedules of compensation recommended by the civil service commission shall be transmitted to the board of supervisors, together with a compilation of a summary of the data obtained and considered by the civil service commission and a comparison showing existing schedules. Before being presented to

The proposed schedules of compensation or any amendments thereto shall be recommended by the civil service commission solely on the basis of facts and data obtained in a comprehensive investigation and survey concerning wages paid in private employment for like service and working conditions or in other governmental organizations in this state. The commission shall set forth in the official records of its proceedings all of the data thus obtained and on the basis of such data the commission shall set forth in its official records an order making its findings as to what is the generally prevailing rate of pay for each class of employment in the municipal service as herein provided, and shall recommend a rate of pay for each such classification in accordance therewith. The proposed schedules of compensation recommended by the civil service commission shall be transmitted to the board of supervisors, together with a compilation of a summary of the data obtained and considered by the civil service commission and a comparison showing existing schedules. Before being presented to

the board of supervisors for consideration, the proposed schedules and a comparison with existing schedules shall be published once a week for two weeks.

The board of supervisors may approve, amend or reject the schedule of compensations proposed by the civil service commission; provided, that before making any amendment thereto the data considered by the board of supervisors as warranting such amendment shall be transmitted to the civil service commission for review and analysis and the commission shall make a report thereon to the board of supervisors, together with a report as to what other changes, and the cost thereof such proposed amendment would require to maintain an equitable relationship with other rates in such schedule.

~~Where any compensation paid on January 1st, 1951, is higher than the standard compensation fixed as provided in this section for such position or employment, said compensation shall be continued to the incumbent of such position as long as he legally holds said position, and department heads, in cooperation with the civil service commission where said commission has jurisdiction, shall continuously offer all possible opportunities to said incumbents to assume duties and responsibilities in higher classifications consistent with the higher rates of compensation hereby mentioned.~~

The salaries and wages paid to employees whose compensations are subject to the provisions of this section shall be those fixed in the schedule of compensations adopted by the board of supervisors, as herein provided and in accord with the provisions of the ordinance of the board of supervisors adopting the said schedule, and the compensations set forth in the budget estimates, and the annual salary ordinance and appropriations therefor shall be in accord therewith.

Not later than January 15th, 1944, and every five years thereafter and more often if in the judgment of the civil service commission or the board of supervisors economic conditions have changed to the extent that revision of existing schedules may be warranted in order to reflect current prevailing conditions, the civil service commission shall prepare and submit to the board of supervisors a schedule of compensations as in this section provided. A schedule of compensations or amendments thereto as provided herein which is adopted by the board of supervisors on or before April 1st of any year shall become effective at the beginning

of the next succeeding fiscal year and a schedule of compensations or amendments thereto adopted by the board of supervisors after April 1st of any year shall not become effective until the beginning of the second succeeding fiscal year. The board of supervisors shall appropriate twelve thousand five hundred dollars (\$12,500) to the civil service commission to be known as the salary survey fund and to be used exclusively for defraying the cost of surveys of wages in private employment and in other governmental jurisdictions and making reports and recommendations thereon and publication thereof as herein provided. No expenditures shall be made therefrom except on authorization of board of supervisors. In the event of the expenditure of any of said funds, the board of supervisors in the next succeeding annual budget shall appropriate a sum sufficient to reimburse said salary survey fund."

Where compensations for services commonly paid on an hourly or a per diem basis are established on a weekly, semi-monthly or monthly salary basis for city and county service, such salary shall be based on the prevailing hourly or per diem rate, where this can be established, and the application thereto of the normal or average hours or days of actual working time, in the city and county service, including an allowance for annual vacation. [Amended, 1943; 1949], effective January 1, 1951]

Officers Subject to Salary Standardization

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SECTION 151.1. ~~Notwithstanding any other provisions or limitations of this charter,~~ the compensations of all elective and appointive officers of the city and county, except members of the board of supervisors and of other boards and commissions, the

superintendent of schools and members of the several ranks of the police and fire departments, shall be fixed in accordance with the salary standardization provisions of this charter. [New section, 1946; amended, 1947].

Attorney for Public Administrator Subject to Salary Standardization

SECTION 151.2. ~~Notwithstanding any other provisions or limitations of section 61 of this charter,~~ the compensation of the attorney

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appointed by the public administrator shall be fixed in accordance with the salary standardization provisions of this charter. The effective date of this charter amendment shall be July 1, 1960. [New section, 1960]

Basis of Standardization of Compensation of Certain Employees

SECTION 151.3. ~~Notwithstanding any of the provisions of section 61 or any other provisions of this charter,~~ whenever any groups or crafts establish a rate of pay for such groups or crafts through collective bargaining agreements with employers employing such groups or crafts, and such rate is recognized and paid throughout the industry and the establishments employing such groups or crafts in San Francisco and the civil service commission shall certify that such rate is generally prevailing for such groups or crafts in private employment in San Francisco pursuant to collective bargaining agreements, the board of supervisors shall have the power and it shall be its duty to fix such rate of pay as the compensations for such groups and crafts engaged in the city and county service. The rate of pay so fixed by the board of supervisors shall be determined on the basis of rates of pay certified by the civil service commission on or prior to April 1st of each year and shall be effective July 1st following; provided, that the civil service commission shall review all such agreements as of July 1st of each year and certify to the board of supervisors on or before the second Monday of July any modifications in rates of pay established thereunder for such crafts or groups as herein provided. The board of supervisors shall thereupon revise the rates of pay for such crafts or groups accordingly and the said revised rates of pay so fixed shall be effective from July 1st of the fiscal year in which such revisions are determined.

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Should the budget estimates of the several departments be filed with the controller or transmitted to the mayor before any such report of said civil service commission is received by the board of supervisors, the head of each department affected by such report

may amend its budget estimate to comply with the provisions of such report.

Notwithstanding the provisions of section 151 or any other provisions of this charter the wages of the various classifications of employment of platform employees and coach or bus operators of the municipal railway shall be determined and fixed, annually as follows:

(a) For the fiscal year beginning July 1, 1957, the basic hourly rate of pay shall be established at \$2.244 per hour, and for the fiscal year beginning July 1, 1958, the basic hourly rate of pay shall be established at \$2.448 per hour.

(b) On or before the first Monday of August 1959 and of each year thereafter the civil service commission shall certify to the board of supervisors for each classification of employment the average of the two highest wage schedules in effect on July 1st of that year for comparable platform employees and coach or bus operators of other surface street railway and bus systems in the United States operated primarily within municipalities having each a population of not less than 500,000 as determined by the then most recent census taken and published by the director of the census of the United States, and each such system normally employing not less than four hundred (400) platform employees or coach or bus operators, or platform employees, coach and bus operators.

(c) The board of supervisors shall thereupon fix a wage schedule for each classification of platform employees and coach and bus operators of the municipal railway which shall be not in excess of the average of the two highest wage schedules so certified by the civil service commission for each such classification.

(d) When, in addition to their usual duties, such employees are assigned duties as instructors of platform employees or coach or bus operators they shall receive twenty (20) cents per hour in addition to the rate of pay to which they are otherwise entitled under the wage schedule as herein provided.

(e) The rates of pay fixed for platform employees and coach and bus operators as herein provided shall be effective from July 1st of the year in which such rates of pay are certified by the civil service commission; and for the fiscal year 1956-1957 the rates of pay specified in the established wage schedules shall be paid to employees in accordance with the classifications of em-

ployment to which assigned as provided in the wage schedules adopted for the fiscal year 1956-1957; provided, that the platform employees and bus and coach operators so employed by the municipal railway on January 11, 1955, shall be paid the maximum rate of pay provided in the wage schedules adopted for the fiscal year of 1956-1957 regardless of classification to which assigned.

(f) Platform employees and coach and bus operators shall have the following holidays off with pay on the day such holidays are legally observed, provided such day falls within the employee's regularly scheduled work week: New Year's Day, Washington's Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

The general manager of the municipal railway shall determine whether to pay or not to pay holiday compensation for holidays not worked by any platform employee or coach and bus operator who fails to work his regularly scheduled working day immediately preceding and following the holiday.

Platform employees and coach and bus operators shall receive eight (8) hours of pay at the straight time hourly rate provided in the wage schedule applicable to such employees for such holidays, except employees whose regular work schedule consists of less than eight (8) hours shall be compensated at the straight time hourly rate for actual hours provided in said work schedule.

Platform employees and coach and bus operators required to perform service on the day such holidays are legally observed, whether or not such day falls within the regularly scheduled work week, shall, in addition to holiday pay, be compensated on the basis of the applicable rates provided in the wage schedule.

Platform employees and coach and bus operators shall not receive holiday pay for a holiday falling during the employee's vacation period.

(g) The terms wage schedule and wage schedules wherever used in this section are hereby defined and intended to include only the maximum rate of pay provided in each such wage schedule, but shall not include other financial or nonfinancial benefits or conditions of employment.

Not later than the 25th day of July in each year as to groups and crafts, and not later than the 25th day of August as to plat-

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8.403 { ~~form employees and coach or bus operators~~, the board of supervisors shall have power and it shall be its duty, subject to the fiscal provisions of the charter but, without reference or amendment to the annual budget, to amend the annual appropriation ordinance and the annual salary ordinance to include the provisions necessary for paying the rates of compensation fixed by the board of supervisors as in this section provided for the then current fiscal year.

On recommendation of the civil service commission the board of supervisors shall establish a rate of pay for trainee platform men and bus or coach operators at a level reflecting the current labor market but below the basic hourly rate for motorman, conductor and bus operator.

This amendment shall become effective on July 1, 1959. [New section, 1946; amended, 1947; 1955; 1957; 1959]

Compensations of Platform Employees and Coach
and Bus Operators of the Municipal Railway

SECTION 151.3.1. ~~Notwithstanding the provisions of section 151.3 or any other provisions of this charter~~, the wages, conditions and benefits of employment as provided for in this section of the various classifications of employment of platform employees and coach or bus operators of the municipal railway as compensation, shall be determined and fixed annually as follows:

8.404 { (a) On or before the first Monday of August of each year, the civil service commission shall certify to the board of supervisors for each classification of employment the average of the two highest wage schedules in effect on July 1st of that year for comparable platform employees and coach or bus operators of other surface street railway and bus systems in the United States operated primarily within the municipalities having each a population of not less than 500,000 as determined by the then most recent census taken and published by the director of the census of the United States, and each such system normally employing not less than four hundred (400) platform employees or coach or bus operators, or platform employees, coach and bus operators.

(b) The board of supervisors shall thereupon fix a wage schedule for each classification of platform employees and coach and bus operators of the municipal railway which shall not be in excess of the average of the two highest wage schedules so certified by the civil service commission for each such classification.

(c) When, in addition to their usual duties, such employees are assigned duties as instructors of platform employees or coach or bus operators they shall receive twenty (20¢) cents per

hour in addition to the rate of pay to which they are otherwise entitled under the wage schedule as herein provided.

(d) The rates of pay fixed for platform employees and coach and bus operators as herein provided shall be effective from July 1st of the year in which such rates of pay are certified by the civil service commission.

(e) The terms wage schedule and wage schedules wherever used in this section are hereby defined and intended to include only the maximum rate of pay provided in each such wage schedule.

8.404 (f) At the time the board of supervisors fixes the wage schedule as provided in (b) above, the board of supervisors may fix as conditions and benefits of employment other than wages as compensation for platform employees and coach or bus operators of the municipal railway, conditions and benefits not to exceed those conditions and benefits granted by collective bargaining agreements to the comparable platform employees and coach or bus operators of the two systems used for certification of the average of the two highest wage schedules by the civil service commission. The board of supervisors may establish such conditions and benefits notwithstanding other provisions or limitations of this charter, with the exception that such conditions and benefits shall not involve any change in the administration of, or benefits of the retirement system, health service system or vacation allowances as provided elsewhere in this charter. For all purposes of the retirement system as related to this section, the word "compensation" as used in section 165.2 of this charter shall mean the "wage schedules" as fixed in accordance with paragraphs (a) and (b) above, including those differentials established and paid as part of wages to platform employees and coach and bus operators of the municipal railway, but shall not include the value of those benefits paid into the fund established as herein provided. Provided that when in the two systems used for certification as provided above, vacation, retirement and health service benefits are greater than such similar benefits provided by this charter for platform employees, coach or bus operators of the municipal railway, then an amount not to exceed the difference of such benefits may be converted to dollar values and the amount equivalent

lent to these dollar values shall be paid into a fund. The fund shall be established to receive and to administer said amounts representing the differences in values of the vacation, retirement and health service benefits, and to pay out benefits that shall be jointly determined by representatives of the city and county government and the representatives of the organized platform employees and coach and bus operators of the municipal railway. The civil service commission shall adopt rules for the establishment and general administration of the fund as herein provided. Such rules shall provide for a joint administration of the fund by representatives of the city and county government, which shall include representatives of the public utilities commission and representatives of the organized platform employees, coach and bus operators of the municipal railway. Such rules may provide a procedure for final and binding arbitration of disputes which may arise between representatives of the city and county government and the representatives of the organized platform employees and coach and bus operators of the municipal railway. Such rules shall provide that all investments of the fund shall be of the character legal for insurance companies in California. Such rules and any amendments thereto shall be effective upon approval by the board of supervisors by ordinance. 8.404

(g) Not later than the 25th day of August, the board of supervisors shall have power and it shall be its duty, subject to the fiscal provisions of the charter but, without reference or amendment to the annual budget, to amend the annual appropriation ordinance and the annual salary ordinance as necessary to include the provisions for paying the rates of compensation and conditions and benefits other than wages fixed by the board of supervisors as in this section provided for platform employees and coach or bus operators for the then current fiscal year.

On recommendation of the civil service commission the board of supervisors shall establish a rate of pay for trainee platform men and bus or coach operators at a level reflecting the current labor market but below the basic hourly rate for motorman, conductor and bus operator.

Annual Vacation of Employees

SECTION 151.4. Every person employed in the city and county service shall be allowed a vacation with pay annually, as long as he continues in his employment, as follows:

- (1) After one year's continuous service, ten working days.
- (2) After five years' continuous service, fifteen working days.
- (3) After fifteen years' continuous service, twenty working days.

[New section, 1949; amended 1960; amended 1968]

Cited in *Tevis v. San Francisco* (1954) 43 Cal. (2d) 190, 272 Pac. (2d) 737.

SECTION 151.4.1. Employees may elect not to take their entire vacation in any one year and in such event may accumulate the days allowable and not taken for use at some future time, provided, however, that no employee may accumulate unused vacation allowance in excess of thirty working days regardless of length of service. [New section, 1960]

SECTION 151.4.2. In computing vacation pay, no employee shall be considered to work more than five days each week. Vacation pay for employees working less than a five-day week shall be computed proportionately. [New section, 1960]

8.440 SECTION 151.4.3. If a holiday occurs during such employee's vacation, and the employee would as a matter of law have been entitled to said day as a regular day off, such holiday shall not be considered a day of vacation chargeable to the employee's vacation allowance provided for in section 151.4. [New section, 1960]

SECTION 151.4.4. The time when vacations are to be taken shall be at the convenience of the department head with due regard for seniority. [New section, 1960]

SECTION 151.4.5. An employee with one year or more of service who ceases to be employed by the city and county and who has neither received nor waived his current annual vacation allowance provided for in section 151.4 shall receive a pro rata payment for all service performed since January 1 of the calendar year in which he ceases to be employed, together with an amount equivalent to any accumulated vacation allowance due him. [New section, 1960]

SECTION 151.4.6. The board of supervisors shall enact any and all ordinances necessary to administer, interpret and regulate the provisions of sections 151.4 to and including 151.4.5. [New section, 1960]

Vacations for Per Diem Workers

SECTION 151.5. (a) Every employee of the City and County of San Francisco whose rate of compensation is fixed pursuant to the provisions of section 151.3 of this charter shall be entitled to receive an annual vacation at the time, with the pay and of the duration specified in section 151.4, and no section of the charter nor any provision of any collective bargaining agreement nor any street railway or bus wage schedule shall be construed in any manner or for any purpose to increase, reduce or otherwise affect the time or duration of, or pay for, vacations provided by section 151.4, nor shall any employee be deemed to have any vacation rights other than or in excess of the vacation rights specified in section 151.4. 8.440

(b) The vacation rights granted by section 151.4 or by this section, or contained in any collective bargaining agreements, or in any street railway or bus wage schedules, as any of said terms are referred to in section 151.3 of this charter, shall in no way increase, reduce or otherwise affect or be deemed to affect the wage or pay rate or schedule determinations made pursuant to the provisions of said section 151.3.

(c) All vacation payments heretofore made to employees of the City and County of San Francisco in the manner and to the extent prescribed by sections 375 to 380 inclusive, of Part I of the San Francisco Municipal Code, are hereby deemed to have been earned and the payments therefor are hereby ratified and validated, and for all services rendered by employees during the calendar years 1948, 1949 and 1950 vacations shall be granted and paid pursuant to the terms of said sections of the Municipal Code. 8.440

(d) This section shall become effective upon approval by the State Legislature. [New section, 1950]

LEAVES OF ABSENCE

SECTION 153. Leaves of absence to officers and employees of the city and county shall be governed by rules established by the civil service commission. } 2360

Leaves of absence shall be granted to officers and employees of the City and County of San Francisco and non-certificated officers and employees of the San Francisco Unified School District for service in the armed forces of the United States or the State of California or for service on ships operated by or for the United States government in time of war and for such time thereafter as may be provided by rule of the civil service commission, but not to exceed two (2) years after the proclamation of peace, except in case of disability incurred while in active service with the armed forces or the merchant marine when such disability shall extend beyond such period. } 2361

Whenever any officer or employee of the City and County of San Francisco, or any non-certificated officer or employee of the San Francisco Unified School District shall, by order of the government of the United States or by lawful order of any of its departments or officers, or by lawful order of the State of California, or any of its departments or officers, be directed in time of peace to report and serve in the armed forces of the United States, or in the armed forces of the State of California, said officer or employee shall be entitled to a leave of absence from his office or position during the time of such service and for a period not to exceed three (3) months after the expiration thereof. Officers and employees entering or being inducted into any of the services requiring military leave as provided in this section shall file with the civil service commission a copy of the orders necessitating such service prior to the effective date of the leave of absence. Leaves granted pursuant to the provisions of this and the preceding paragraph of this section shall be designated "military leaves."

The board of supervisors may, on the recommendation of the civil service commission, provide by ordinance that leaves of absence shall be granted to officers and employees during time of war or during any emergency declared by the President of the United States, for other service directly connected with the prosecution of the war or national defense or preparedness. Leaves granted under authority of ordinances enacted pursuant to the provisions of this paragraph shall be designated "war effort leaves."

In time of emergency declared by the President of the United States or by the Congress, or while any act authorizing compulsory military service or training is in effect, the board of supervisors, upon recommendation of the civil service commission, may provide by ordinance that subject to rules of the civil service commission, leaves of absence shall be granted to officers and employees of the City and County of

SECTION 151.6. Notwithstanding the provisions of sections 35.5.1, 36.2, 150, 151, 151.3, or any other provision of this charter, the board of supervisors may provide by ordinance for the payment of the costs of replacing or repairing equipment, property, or prostheses of any uniformed officer or employee of the police department, fire department, sheriff's office or municipal railway, such as, but not confined to, eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by such employee when any such items are damaged in the line of duty without fault of the employee. If the items are damaged beyond repair, the actual value of such items may be paid. The value of such items shall be determined as of the time of the damage thereto.

The board by a three-fourths vote of all of its members may make similar provision in relation to any other officer or employee where it finds that the damage or loss was occasioned by unusual circumstances or the occurrence of an extraordinary event.

The board is authorized to enact any and all ordinances necessary to carry out the provisions of this section. [New section, 1962]

§ 152

Service Records

SECTION 152. The civil service commission shall establish an inspection service for the purpose of investigating the conduct of and action of appointees in all positions and of securing records of service for promotion and other purposes. All departments shall cooperate with the commission in making its investigations and any person hindering the commission or its agents shall be subject to suspension. } 3.661 (b)

San Francisco and non-certificated officers and employees of the San Francisco Unified School District, for sea duty as licensed officers aboard ships operated by or for the United States government.

Any officer or employee on military leave, who, prior to such leave, has been appointed to a permanent position in the city and county service, shall be entitled to resume such position at the expiration of his leave, and in determining and fixing rights, seniority, salary and otherwise, which have accrued and shall inure to the benefit of such officer or employee, the term of military leave shall be considered and accounted a part of his service under the city and county.

Persons serving in the armed forces of the United States or the State of California during time of war or during any emergency lawfully declared by the President of the United States, who have standing on an eligible list, shall retain their places thereon, and upon presenting an honorable discharge or certificate of honorable active service from such military service within the period of time and subject to the conditions as prescribed by rules of the civil service commission, shall be preferred for appointment for a period of four (4) years after the proclamation of peace or the termination of said emergency in the order of standing upon such register at the time of entering such military service and before candidates procuring standing through an examination held subsequent to the entrance of such eligibles into the military service. If while in said military service the names of such persons are reached for certification to permanent positions, appointments shall be made to serve until such persons in the military service shall present to the civil service commission an honorable discharge or certificate of honorable active service within the period of time and subject to the conditions as prescribed by rules of the civil service commission, but not more than one (1) year after the date of discharge of each such eligible, when they shall be certified and assume the duties of positions in said class and their certification to said positions for all purposes of seniority shall be deemed to be the date when their names on such eligible lists were reached for certification, provided that each appointee to a position shall serve such probationary period as is required in section 148 of this charter, and provided that such employee while serving on such probation shall be permitted to participate in any promotive examination to which his classification is eligible but shall not be entitled to certification by virtue of such promotional examination prior to satisfactory completion of said probationary period and provided further that no such persons shall be certified to entrance positions in the uniformed ranks of the police and fire departments under this provision who are more than thirty-five (35) years of age unless the names of such persons were reached for certification to such positions before such persons reached said age.

Persons who participate in a regular written civil service examina-

tion and who by reason of their active services in the Army, Navy or Marine Corps are unable to complete all parts of the examination and who present their orders or other competent proof of service in the same manner as is required of eligibles, shall acquire standing on eligible lists in accordance with the relative excellence attained by participation in the part or parts of the examinations already completed; provided that upon presenting their honorable discharges or certificates of honorable active service within the time limits specified in this section covering eligibles, they must qualify in the remainder of the examinations. When qualified they shall be certified as of the date they would have been reached for certification in accordance with the relative excellence attained by their participation in the entire examination.

The civil service commission shall adopt rules to govern the administration of leaves as herein provided and to govern lay-offs occasioned by the return of officers, employees, or eligibles who have been appointed and granted leave or certified as provided in this section.

All leaves of absence granted under Rule 31-2 of the civil service commission are hereby ratified and approved.

For the purpose of certifications, appointments, leaves or any other matters concerning the rights of persons who are serving or have served in the armed forces of the United States or the State of California, the provisions of this section shall be retroactive to September 16, 1966, and any persons heretofore granted military leaves for any purpose other than to enter the armed forces of the United States or the State of California shall be deemed to have been granted war effort leaves by the civil service commission in accordance with the provisions of this section.

The civil service commission by rule shall provide for leaves of absence, due to illness or disability, which leave or leaves may be cumulative, if not used as authorized, provided that the accumulated unused period of sick leave shall not exceed six (6) months, regardless of length of service, and provided further that violation or abuse of the provisions of said rule and ordinance by any officer or employee shall be deemed an act of insubordination and inattention to duties.

The board of supervisors shall approve, amend or reject all amendments to the rules governing leaves of absence as proposed by the civil service commission; provided, that before making any amendment thereto the board of supervisors shall request the civil service commission to review and report on said proposed amendment.

(Amended 1966)

Reinstatement of and Leaves of Absence for Members of American Red Cross

8362 SECTION 153.1. (a) Whenever any officer or employee of the City and County of San Francisco, or any non-certified employee of the Unified School District thereof, after the 8th day of December, 1941, and during the existence of the present war between the United States of America and the Axis Powers, has resigned from or relinquished his or her position under the government of the city and county, or under said Unified School District thereof, and within a period of sixty days thereafter has entered the service of the American Red Cross, as a social service worker, field director or assistant field director therein, said officer or employee after the termination of his or her service with said American Red Cross, and within the time limits prescribed by law for persons on military leave, shall be entitled to resume his or her position from which he or she resigned or which he or she relinquished, upon presentation of proof that said person did within sixty days after resigning from, or relinquishing, his or her position with the city and county, or with the Unified School District thereof, enter the service of the American Red Cross as a social service worker, field director or assistant field director. Service with the American Red Cross as a social service worker, field director or assistant field director, during the existing war shall be deemed to be service with the city and county insofar as seniority of service and compensation are concerned, and said person so serving with the said American Red Cross shall be deemed to be on military leave, and shall be entitled to all the rights and privileges accorded to other officers and employees of said city and county who have been granted military leave to serve in the armed forces of the United States, or of the State of California.

The rights and privileges herein granted to former officers and employees serving as social service workers, field directors or assistant field directors with the American Red Cross shall cease at the expiration of two years after the end of the present war between the United States of America and the Axis Powers, provided, however, that any person who severs his or her connection with the American Red Cross, and who fails to seek reinstatement to his or her position with the city and county, or with the Unified School District, within the time limits prescribed for persons on military leaves as defined in section 153 of the charter and rules of the civil service commission, shall not be entitled to reinstatement.

(b) From and after the effective date of this amendment military leave as provided in section 153 of this charter for those serving in the armed forces of the United States or of the State of California shall be granted for service with the American Red Cross as social service worker, field director or assistant field director. [New section, 1945]

Suspension and Dismissal for Cause

7.241 SECTION 154. No person employed under the civil service provisions of this charter, exclusive of members of the police and fire departments as provided under section 155, hereof, in a position defined by the commission as "permanent" shall be removed or discharged except for cause, upon written charges, and after an opportunity to be heard in his own defense. Pending such hearing, the appointing officer may suspend the person so accused; but such suspension shall not be valid for more than thirty days, unless hearing upon the charges shall be delayed beyond such time by the act of the accused person. When charges are made, the appointing officer shall, in writing, notify the person accused of the time and place when the charges will be heard, by mailing such statement to his last known address. The appointing officer shall publicly hear and determine the charges, and may exonerate, suspend or dismiss the accused. If the employee is exonerated the appointing officer may, at his discretion, remit the suspension and may order payment of salary to the employee for the time under suspension, and the report of such suspension shall thereupon be expunged from the record of service of such employee. The civil

8.341 service commission shall immediately be notified of the charges when made, of the hearing, and of the finding thereon. The finding of the appointing officer shall be final, unless within thirty days therefrom the dismissed employee appeals to the civil service commission. The appeal and all proceedings shall be in writing and shall briefly state the grounds therefor. The civil service commission shall examine into the case and may require the appointing officer to furnish a record of the hearing and may require in writing any additional evidence it deems material, and may, thereupon, make such decision as it deems just. The order or decision of the commission upon such appeal shall be final and shall forthwith be enforced by the appointing officer. If the civil service commission shall reverse or alter the finding of the appointing officer it may, in its discretion, order that the employee affected be paid salary from the time of his discharge or suspension.

The civil service commission may hear and determine any charge filed by a citizen or by the authorized agents of the commission when the appointing officer neglects or refuses to act. Removal or discharge may be made for any of the following causes: incompetence, habitual intemperance, immoral conduct, insubordination, discourteous treatment of the public, dishonesty, inattention to duties, or engaging in prohibited political activities.

Nothing in this section shall limit or restrict rules adopted by the commission governing lay-offs or reduction in force.

8.342 The appointing officer may, for disciplinary purposes, suspend a subordinate for a period not exceeding thirty days; and suspension shall carry with it the loss of salary for the period of suspension. The suspended employee shall be notified in writing of the reason for such suspension, and if the suspension be for more than five days the employee shall, at his request, be given a hearing by the appointing officer. The decision of the appointing officer in all cases of suspension for disciplinary purposes shall be final. [Amended, 1948]

Fire and Police Disciplinary Procedure

8.343 SECTION 155. Members of the fire or the police department guilty of any offense or violation of the rules and regulations of their respective departments, shall be liable to be punished by reprimand, or by fine not exceeding one month's salary for any offense, or by suspension for not to exceed three months, or by dismissal, after trial and hearing by the commissioners of their respective departments; provided, however, that the chief of each respective department for disciplinary purposes may suspend a member for a period not to exceed ten days for violation of the rules and regulations of his department. Any member so suspended shall have the right to appeal such suspension to the fire commission or to the police commission, as the case may be, and have a trial and hearing on such suspension. Written notice of appeal must be filed within 10 days after such suspension and the hearing of said appeal must be held within 30 days after the filing of said notice of appeal. If the commission shall reverse or alter the finding of the chief, it shall in the case of a reversal and in other cases it may in its discretion, order that the member affected be paid salary for the time of his suspension. In the event the chief should exercise such power of suspension, the member involved shall not be subject to any further disciplinary action for the same offense.

Subject to the foregoing members of either department shall not be subject to dismissal, nor to punishment for any breach of duty or misconduct, except for cause, nor until after a fair and impartial trial before the commissioners of their respective departments, upon a verified complaint filed with such commission setting forth specifically the acts complained of, and after such reasonable notice to them as to time and place of hearings as such commission may, by rule, prescribe. The accused shall be entitled, upon hearing, to appear personally and by counsel; to have a public trial; and to secure and enforce, free of expense, the attendance of all witnesses necessary for his defense. [Amended, 1963]

Transfer of Disabled

SECTION 156. When a permanent civil service employee other than a member of the fire department and police department who has served not less than three (3) years in his position, has become incapable through advanced age, accident or other disability, of performing the duties of his position, the civil service commission may, with the consent of the appointing officer or appointing officers involved, transfer him to a position within his capacities to perform, whether or not within the classification for which he qualified for appointment, but such position shall not be in a classification having a higher compensation schedule than the one from which he is transferred, and his compensation shall not thereafter be increased beyond the maximum salary for the classification to which such employee is transferred, nor in any event shall his salary be increased to equal the salary such employee would have received had he remained in his former position; provided, however, that a permanent employee, including any permanent member of the fire department and police department, who has become incapable of resuming his former position through disability incurred while on active service with the armed forces while on military leave may upon application after his discharge from military service be transferred under the provisions of this section, regardless of his length of service.

§ 156-156.1

(1) Employees transferred under the provisions of this section may, upon recovery from the disability, and with the consent of the civil service commissions, return to a vacancy in their former classification.

Positions filled under the provisions of this section shall not be subject to salary standardization, but the salaries thereafter shall be fixed by the civil service commission within the limitations herein set forth, provided, however, that salaries of such employees who were transferred from or to positions the compensations for which are subject to section 151.3 hereof may be revised as of July 1st within the limitations herein set forth to reflect rates of pay adopted under the provisions of section 151.3 for the then ensuing fiscal year by appropriate amendment to the annual appropriation ordinance and annual salary ordinance but without reference or amendment to the annual budget. The civil service commission shall make rules to carry out the intent of this section and such rules shall govern all transfers made under the provisions of this section. [Amended, 1944; 1946; 1953]

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(2) SECTION 156.1. When, because of technological advances, automation, or the installation of new equipment a surplus of employees is created and a permanent civil service employee who has completed his probationary period is to be laid off, the civil service commission may transfer such employee to a position within his capacities to perform, whether or not within the classification for which he qualified for appointment. The civil service commission may administer any examinations which the commission deems advisable to test the capacity of such employee, and shall be the judge of the ability of the employee to perform the duties in the position to which transfer is to be made. The position to which transfer is to be made shall not be in a classification having a higher compensation schedule than the one from which he is transferred, and compensation in the position to which transferred shall be governed by the provisions of the salary standardization ordinance and the salary ordinance. Employees transferred under the provisions of this section may, with the approval of the civil service commission and the appointing officer involved, be returned to a vacancy in his former classification. The civil service commission shall adopt rules to carry out the intent of this section, and such rules shall govern all transfers made under the provisions of this section. [Amended, 1965]

8.351

§ 156.2-157

SECTION 156.2. ~~Notwithstanding any of the provisions of section 156 or any other provisions of this charter~~, whenever any employee is transferred under the provisions of section 156 of this charter and has held such position for ten (10) years, he shall be eligible to participate in any promotional examination in which his classification is designated as the next lower rank from which promotion will be made; provided that the disability of said employee is not of such nature as to interfere with the performance of the duties required in the promotive classification. The civil service commission shall make such determination after examination of the employee by a civil service examining physician.

The salary of an employee who is promoted as the result of participation in a promotional examination under the provisions of this section shall be fixed in accordance with the salary standardization provisions of this charter. [New section, 1968]

Prohibition of Political Activity

SECTION 157. Active participation in city and county politics, relative to the election or appointment of public officials, by civil service employees and eligibles of the city and county, is subversive of the best interests of the merit system and, therefore, persons holding positions in the classified civil service or on eligible lists for such positions shall take no active part in such political campaigns, or in soliciting votes, or in levying, contributing or soliciting funds or support, in each case for the purpose of favoring or hindering the appointment or election of candidates for city and county offices. Violation of the provisions of this section shall be deemed an act of insubordination and considered good cause for suspension or dismissal from position or removal from eligible list.

PENSIONS AND RETIREMENT

Retirement System for Officers and Employees

SECTION 158. In order to continue in force, with modifications as are set forth in this charter, provisions already existing for retirement and death benefits for officers and employees of the city and county, the San Francisco City and County Employees' Retirement System, hereinafter referred to as the retirement system or the system, is hereby created. Elective officers and members of boards and commissions shall not be eligible to the benefits of said retirement system. Officers who are made appointive by this charter, as well as officers and employees of offices heretofore not under the retirement system and who are brought under the said system by this charter, who shall have attained the age of at least seventy years on the date said charter becomes effective, shall not become members of the retirement system. Such officers and employees who shall not have attained the age of seventy years on such date shall become members of said retirement system on the date this charter becomes effective and any benefits granted on account of service excluding service rendered as lawful members of the retirement system, by said officers and employees to the city and county prior to such date shall be provided by contributions of the city and county.

Ordinance No. 5561 (New Series) and amendments thereto, now establishing the employees' retirement system, shall continue in force until amended or repealed by the board of supervisors or provided in this section. The board of supervisors is hereby empowered to enact, by a vote of three-fourths of its members, any and all ordinances necessary to carry into effect the provisions of sections 158 to 172, both inclusive, of this charter; provided that the board of supervisors shall secure, through the retirement board, an actuarial report of the cost and effect of any proposed change in the benefits under the retirement system, before enacting an ordinance or before voting to submit any proposed charter amendment providing for such change.

Retirement of Elective Officers

SECTION 158.1. Notwithstanding the provisions of section 158 of this charter, elective officers, except members of the board of supervisors and of boards and commissions, shall be members of the San Francisco City and County Employee's Retirement Sys-

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tem and shall be subject to all of the conditions applying to other members thereof, except members of the fire and police departments, and except as herein otherwise provided. In the determination of contributions and benefits of any officer becoming a member of the retirement system by virtue of the provisions hereof, that part of the salary of such officer which exceeds one thousand dollars (\$1,000) per month shall be excluded. Elective officers in office on the effective date hereof and otherwise eligible to the provisions hereof shall have the option to become members of said retirement system to be exercised in writing on a form furnished by the retirement system and to be filed at the office of said system not later than ninety days after the effective date hereof. Each such present and future elective officer may retire at his option but only after having attained the age of seventy years and only after having occupied such an elective office or having been otherwise employed in a position subject to membership in the retirement system for at least twenty years immediately preceding retirement, and may retire by filing written application therefor with the retirement board, and the mayor shall thereupon appoint a qualified person for the unexpired term of office remaining at the time of any such retirement. Such elective officer shall thereafter receive a retirement allowance equal to one-half of the compensation received by him at the time of retirement, provided that such allowance shall not exceed five hundred dollars (\$500) per month. Contributions required to provide the portion of the benefits under this section not provided by the member's contribution shall be paid to the retirement system by the city and county. [New section, 1947]

Retirement of Elective Officers (Continued)

deleted - SECTION 158.2. Notwithstanding the provisions of section 158.1 of this charter, elective officers, except members of boards and commissions, shall be members of the San Francisco City and County Employees' Retirement System under section 165.2 instead of section 158.1; and, notwithstanding the provisions of subdivision (B) of section 165.2, elective officers who are members of the retirement system under section 165.2 shall be retired on the day following the end of the term of office in which the age of seventy years is attained. Contributions, with credited interest, standing to the credit of such individual officers shall be adjusted, as of the effective date hereof, to the amount which they would

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have been if the contributions had been made in accordance with section 165 prior to July 1, 1947 and section 165.2 after June 30, 1947. Time during which said members have rendered service as elective officers shall be included under subsection (G) of section 165.2, in addition to other time now so included. Contributions required to provide benefits based on service rendered as an elective officer prior to the effective date of membership in the retirement system, shall be paid to the retirement system in the manner provided in section 165.2 for contributions for service rendered prior to the date upon which the member's rate of contribution is based. Elective officers in office on the effective date of this section who are members of the retirement system under section 158.1 at such time, shall have the option to continue as members of the retirement system under section 158.1 instead of this section, to be exercised in writing on a form furnished by the retirement system and to be filed at the office of said system not later than ninety days after the effective date hereof. [New section, 1953]

Retirement—Court Employees and Attachés

SECTION 158.3. Employees and attachés of the superior or municipal court, including persons performing duties now performed under the titles of commissioners, phonographic reporters who are paid compensation on a monthly or per diem basis by the city and county, secretaries, stenographers, investigators, messengers and other employees of the superior and municipal courts, in and for the City and County of San Francisco, shall be members of the San Francisco City and County Employees' Retirement System under section 165.2, and shall be subject to all of the conditions applying to other members under that section, except as herein otherwise provided.

Service rendered to the said superior or municipal court in and for the city and county, other than as a phonographic reporter, by persons prior to becoming members under this section on the effective date of this section, hereby declared to be the first day of the month next following its ratification by the Legislature, shall be credited under the retirement system to such persons, provided that it would have qualified for credit when rendered, if said persons had been subject then, as they will be under this section, to the provisions of section 165.2 of this charter and of the ordinances and provisions of the Municipal Code of the City and

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County of San Francisco relating to retirement of members under said section.

Service rendered to said superior court on and after September 15, 1945, or to said municipal court on and after September 1, 1947, by phonographic reporters prior to becoming members under this section on the effective date of this amendment shall be credited under this retirement system to such persons.

Said service, rendered prior to becoming a member under this section on the effective date of this section, shall only be credited to each of such persons if he elect, by written notice, on a form provided by the retirement system, filed in the office of the retirement board of said system prior to July 1, 1953, to receive credit for all or any part of said service, and to pay into the retirement fund, at times and in the manner hereinafter provided, the following amounts: (1) an amount equal to the normal contributions he would have contributed, had he been a member of the retirement system under section 165.2, during the time for which he has elected to receive credit for service, on the basis of compensation paid to him by the city and county on account of said service, and (2) an amount equal to the interest which would have been credited to his account on account of such contributions from the date upon which they would have been made, to the date of payment of such contributions to the retirement system. However, a member shall not receive credit for any portion of such service rendered prior to April 1, 1922, unless he has elected to receive credit for, and has paid into the retirement fund such amounts with respect to, all of said service rendered after March 31, 1922. Such amounts shall be paid into the retirement fund by lump sum payment, or payroll deductions or other installments, over a period not exceeding thirty-six months from July 1, 1953, provided that any balance remaining unpaid at his retirement shall become due and payable forthwith. Benefits, not provided by such amounts, granted to said persons on account of said service rendered prior to the effective date of membership under this section, shall be provided by contributions of the city and county. Such service shall include time during which such person was absent from a status included in the paragraph above by reason of service in the armed forces of the United States in any war in which the United States has engaged.

Notwithstanding the foregoing provisions, any such employee or attache not already a member of the system and who is such an employee or attache on the effective date of this amendment, shall not become a member of the retirement system, unless he elect prior to July 1, 1953, on a form provided by the retirement system, to be a member of said system, and if he does not so elect, he shall not be a member of the retirement system, and shall not be prevented from continuing in such employment by reason of such provision. [New section, 1953]

Retirement — Parking Authority Employees

SECTION 158.4. Officers and employees of the Parking Authority of the city and county shall become members of the San Francisco City and County Employees' Retirement System under Section 165.2 on the effective date of this section, hereby declared to be the first day of the month next following its ratification by the Legislature, and thereupon shall be subject to all of the conditions applying to other members under that section inclusive of the provisions of Section 165.2 of the charter, except as herein otherwise provided, provided, however, that Members of such Authority are excluded from the San Francisco City and County Employees' Retirement System.

Service rendered to the said Parking Authority by persons prior to becoming members under this section on the effective date of this section, shall be credited under the Retirement System to such persons, subject to the terms and conditions provided herein. Said service shall only be credited to each of such persons if he elect, by written notice, on a form provided by the retirement system and filed in the office of the retirement board of said system prior to July 1, 1963, to receive credit for said service, and to pay into the retirement fund, at times and in the manner fixed by the Retirement Board, the following amounts: (1) an amount equal to the normal contributions he would have contributed, had he been a member of the retirement system under section 165.2, during the period in which said service was rendered, on the basis of compensation paid to him by the city and county on account of said service, and (2) an amount equal to the interest which would have been credited to his account on account of such contributions from the date upon which they

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would have been made, to the date of payment of such contributions to the retirement system; provided that any balance remaining unpaid at his retirement shall become due and payable forthwith. If any such person shall not so elect to receive credit for said service and to pay such amounts of contributions and interest, or having so elected, subsequently does not pay into the retirement fund such amounts at times and in the manner herein provided, and prior to the effective date of his retirement, he shall enter as a new member without credit for any of said service, any moneys theretofore received from him as payment on such amounts together with accumulated interest thereon shall be refunded to him, and the rate of his contribution shall be the normal rate provided in subsection (II) of Section 165.2 at his age on the effective date of this section, otherwise his rate of contribution shall be the rate provided in said subsection (II) of Section 165.2 based on his age at the earliest date in the period for which said service is credited. Benefits, not provided by such amounts, granted to said persons on account of said service rendered prior to the effective date of membership under this section, shall be provided by contributions of the city and county.

Notwithstanding the foregoing provisions, any such officer or employee not already a member of the system and who is such an officer or employee on the effective date of this amendment, shall not become a member of the retirement system, unless he elects to be a member of said system, in writing, on a form provided by the retirement system and filed in the office of the retirement system prior to July 1, 1968; if he does not so elect he shall not be a member of the retirement system, and shall not be prevented from continuing in such employment by reason of the provisions of this section. [New section, 1963]

SECTION 158.5. ~~Notwithstanding any other provisions of this charter,~~ The board of supervisors shall have the power to contract with the Board of Administration of the Public Employees' Retirement System of the State of California to provide that the sheriff, undersheriff and all deputized personnel of the sheriff's department shall be members of the public employees' retirement system, and the board of supervisors and the retirement board shall have the power to perform all acts necessary to carry out the terms and purposes of such contract.

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Any person who shall become a member of the public employees' retirement system pursuant to such contract shall have the right to be a member of the health service system and the health service board shall make provision for participation in the benefits of the health service system by such persons. [New section, 1969]

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Retirement Board

SECTION 159. The retirement system shall be managed by a retirement board, ~~which shall consist of the president of the board of supervisors, three members to be appointed by the mayor, and three members elected from the active members, who shall not include retired persons of the retirement system. The members appointed by the mayor shall either hold a degree of doctor of medicine, or shall be experienced in life insurance, actuarial science, employee pension planning, or investment portfolio management, and shall be appointed by the mayor from among three persons whose names shall have been submitted to him for each such appointment by a committee consisting of two members each of the San Francisco Medical Society, Bar Association of San Francisco, San Francisco Real Estate Board and the Greater San Francisco Chamber of Commerce; provided, however, that there shall not be, at any one time, more than one appointed member who holds a degree of doctor of medicine. The term of office of the six members, other than the president of the board of supervisors, shall be five years, and the terms presently in effect for appointed and elected members shall not be changed by this amendment. The city attorney shall cease to be a member of said retirement board on the effective date of this amendment and the mayor shall thereupon appoint a member in accordance with the procedure established in this section, said member's term to expire five years from the effective date of this amendment. The members of the retirement board shall serve without compensation. Subject to the civil service provisions of this charter, the retirement board shall appoint a secretary-general manager, provided, however, that any person who has performed the duties of secretary-general manager continuously for one year prior to the date of approval of this~~

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3.410

continue to apply

amendment by the electorate and who on said date shall be performing said duties, is hereby confirmed in said position and thereafter shall hold the same pursuant to said civil service provisions of this Charter. The board shall appoint an actuary, who shall hold office at its pleasure, and the board shall employ a consulting actuary. The secretary-general manager or actuary shall have the power to administer oaths and affirmations in all matters pertaining to the business of the retirement system.

6.672

3.671

The retirement board shall be the sole authority and judge, under such general ordinances as may be adopted by the supervisors, as to the conditions under which members may receive and may continue to receive benefits of any sort under the retirement system, and shall have exclusive control of the administration and investment of such fund or funds as may be established, provided that all investments shall be of the character legal for insurance companies in California. [Amended, 1969]

Actuarial Tables, Rates and Valuations

SECTION 160. The mortality, service and other tables and the rates of contributions for members as recommended by the actuary and the valuations determined by him and approved by the retirement board shall be conclusive and final, and the retirement system shall be based thereon. The total amount, as determined by the actuary and approved by the board, of the contributions required during any fiscal year of the city and county under the retirement system shall be paid into the retirement system by the city and county during such year. Liabilities accruing under the retirement system because of service rendered to the city and county by persons prior to the date their respective classes become eligible for membership in the system, and administrative costs under the system, shall be met by contributions to the retirement system by the city and county, in addition to any amounts contributed to meet liabilities accruing because of service rendered by such persons after becoming members of the system, provided that such prior service liabilities may be met by annual appropriations instead of by one appropriation for the total amount of the liabilities; and provided further, that such appropriation for any one year shall not be less than the amount disbursed during that year on account of prior service. All expenses in connection with

8.502

8.510

(b)

the investment of such fund or funds as may be established, including but not limited to travel and transportation costs, investment seminar expenses, postage, insurance, telephone, and subscriptions to investment publications, shall be paid from the accumulated contributions of the city and county.

8.510
(b)

Contributions to the retirement system required of the city and county shall be charged by the controller against the general fund or the school, utility, bond or other special fund under which the service was rendered, on account of which the contribution is required; provided that contributions required on account of service rendered by any person prior to becoming a member of the system, under a temporary fund, such as bond or county roads funds, or a fund then no longer existing, may be charged against the general fund, and provided further, that any contributions required on account of persons receiving benefits under subdivision (c) of section 165 shall be charged against the general fund. [Amended, 1969]

8.510
(c)

of the Charter
of 1932, as amended,

Continuous Service

SECTION 161. Continuous service shall be defined by the board of supervisors, but the absence prior to September 14, 1940, of any officer or employee of the city and county from service caused by reason of the service of such officer or employee in the military or naval forces of the United States in any war in which the United States has engaged, shall not be deemed to be absence from service for the purposes of the retirement system and such officer or employee shall receive credit under the retirement system, for the period of such absence, in the same manner as if he had not been absent.

On and after September 14, 1940, a member is absent on military service when he is absent from city service by reason of (1) service with the armed forces of the United States or the State of California; (2) service on ships operated by or for the United States government when such service is granted as "military leave" pursuant to section 153 of the charter; (3) service connected with the war effort for which leaves of absence shall be authorized pursuant to section 153 of the charter; or (4) any other service, under an order of the government of the United States or the State of California, or by lawful order of any of the departments or offices of said governments, provided that such absence in any of such services occurs (1) either during a war involving the United States as a belligerent or in time of national emergency, declared by the President of the United States or by the Congress, and for such time thereafter as may be provided by rule of the civil service commission, but not to exceed two years after the proclamation of peace, except in case of disability incurred in line of duty with said armed forces or said ships when such disability extends beyond such period; or (2) in time of peace if he is drafted for such services by the United States government or volunteers for such service while subject to such draft.

For the purposes of this section a war involving the United States as a belligerent exists: (a) whenever Congress has declared any war which has not been terminated by any truce, treaty of peace, or otherwise; (b) whenever the United States is engaged in active military operations against any foreign power, whether or not war has been formally declared; or (c) whenever the United States is assisting the United Nations, in actions involving

obsolete -
see § 500

the use of armed force, to maintain or restore international peace and security. [Amended, 1935; 1941; 1943; 1944; 1952]

SECTION 161.1. Any member so absent on military service may contribute to the retirement system during such absence, at times and in the manner prescribed by the board, amounts equal to the contributions which would have been made by him to the system on the basis of his compensation earnable at the commencement of his absence, if he had remained in city service.

[Any member who makes the contributions as provided in the preceding paragraph shall receive credit for the absence as service in the manner as if he had not been absent. If, however, a member does not affirmatively exercise the option herein provided, or if he exercised it affirmatively and defaults in any of the contributions due to the retirement system under said election, and in either event if such contributions are not made for him, he shall be considered absent during the period for which no contributions are made, and he shall not receive credit as service for the city and county for such period; but the absence during such period shall not break the continuity of such service required of such member to entitle him to a retirement allowance, as provided under the retirement system.]

(c) Any member who was absent on military service and who did not make the contributions as provided in this section, and whose contributions are not paid for him by the city and county as provided herein, may make such contributions upon his return to city service at times and in the manner prescribed by the board. If he does so contribute, he shall receive credit for the absence as service in the same manner as if he had not been absent.

When a member makes the contributions as provided herein, the same contributions shall be made by the city and county in respect to such absence that would have been made if the member had not been absent on military service, except that such contributions shall be determined by the employer's rate of contribution in effect when such contributions are made, and on the basis of his compensation earnable at the commencement of his absence.

[New section, 1952]

SECTION 161.2. Notwithstanding other provisions of this charter to the contrary, the city and county shall contribute for each member of this system who was absent on military service after

8.511
(c)

September 14, 1940, amounts equal to the contribution which would have been made by such member and the City and County of San Francisco on the basis of his compensation earnable at the commencement of his absence, provided that the member's base pay in such military service is less than \$100.00 per month, and provided, further (1) that if the absence in military service was by reason of service in the armed forces of the United States; (2) that the absence began on or after June 25, 1950, and (3) that the member's base pay in such service was less than \$250.00 per month, the city and county shall pay the contributions which would have been made by both the member and the city and county on the basis of his compensation earnable at the commencement of his absence. Contributions made by the city and county, in lieu of contributions which otherwise would be required of the member, shall be administered as if made by said member as normal contributions. Any such member who exercises or did exercise the right to contribute to the system during the period of absence on military service, and whose contributions otherwise would be paid by the city and county under this section, shall have his contributions plus credited interest, refunded. [New section, 1952]

8.514(e)

redundant when sections merged

8.511(e)

SECTION 161.3. Absence commencing on or after December 7, 1941, of any member of the retirement system from city service caused by reason of his evacuation or exclusion from the city and county by an authorized military commander because such member was of Japanese ancestry shall not be deemed to be absence from service for purposes of the retirement system, for the period of such absence, provided that he returned to city service within one year after the termination of his evacuation or exclusion, and provided further that upon his return to city service, and at times and in the manner prescribed by the retirement board, he elects to contribute to the retirement system amounts equal to the contributions which would have been made by him to the system on the basis of his compensation earnable at the commencement of his absence, if he had remained in city service.

obsolete rights have vested see 8.500

deleted rights have vested see 8.500 + 8.501

Any member who makes the contributions as provided in the preceding paragraph shall receive credit under the retirement system for the absence as service in the same manner as if he had not been absent. If, however, a member does not affirmatively

elect to make such contributions as herein provided; or if he affirmatively elects to make such contributions and defaults in any of the contributions due to the retirement system as herein provided, he shall be considered absent during the period for which no contributions are made, and he shall not receive credit in the retirement system as service for the city and county for such period; but the absence during such period shall not break the continuity of such service required of such member to entitle him to a retirement allowance as provided under the retirement system.

When a member makes the contributions as provided herein, the same contributions shall be made by the city and county in respect to such absence that would have been made by the city and county if the member had not been absent because of such evacuation or exclusion, except that such contributions shall be determined by the employer's rate of contribution in effect when such contributions are made, and on the basis of his compensation earnable at the commencement of his absence. [New section, 1965]

Definition, Members of Fire and Police Departments

SECTION 162. For the purposes of the retirement system, any officer or employee of the police or the fire departments whose employment therein began prior to January 1, 1900, or whose employment therein began on or shall begin after that date and was or shall be subject to a charter maximum age at the time of employment of not over thirty-five years, shall be considered to be a member of the police department or the fire department, respectively. Any fire or police service outside the limits of the city and county performed by a member of the retirement system and under orders of a superior officer of any such member, shall be considered as city and county service, and any disability or death incurred therein shall be covered under the provisions of the retirement system.

Pensions of Retired Persons

SECTION 163. (a) No person retired for service or disability and in receipt of a retirement allowance under the retirement system shall serve in any elective or appointive position in the city and county service, including membership on boards and

9.53 (c)

§ 163

commissions, nor shall such persons receive any payment for service rendered to the city and county after retirement, provided that service as an election officer or juror or in the preparation for or the giving of testimony as an expert witness for or on behalf of the City and County of San Francisco before any court or legislative or administrative body shall not be affected by this section or by section 165.2 (J), section 168.1.2 or section 171.1.12 of the charter.

(b) Should any retired person, except persons retired for service prior to January 8, 1932, and persons retired because of disability incurred in the performance of duty, engage in a gainful occupation prior to attaining the age of sixty-two, the retirement board shall reduce that part of his monthly pension or retirement allowance which is provided by contributions of the city and county, to an amount which, when added to the amount earned monthly by him in such occupation, shall not exceed the compensation on the basis of which his pension or retirement allowance was determined. [Amended, 1945; 1958; 1959]

8.513

(a)

8.513

(b)

Contributions to Retirement Fund

SECTION 164. The city and county shall contribute jointly with the members of the retirement system to meet the liabilities accruing under the system because of service rendered to the city and county by persons after becoming members of the system. Members of the system shall contribute not to exceed ten per cent of their salaries or wages, provided that members may, at their option, elect to contribute at rates in addition to those fixed as normal by the retirement board. The city and county shall contribute an amount equal to normal contributions of members as provided for in the preceding sentence, but the city and county shall not contribute any amount because of additional contributions by members.

8.510

(c)

SECTION 164.1 (A) Each retirement or death allowance which is not subject to change when the salary rate of any member is changed and which is payable to or on account of any member who has retired or died prior to July 1, 1967, except such allowances payable to or on account of persons who retired or died prior to July 1, 1947 as members under Section 165, but including death allowances payable under section 168.3 which are not subject to change when the salary rate of any member is changed, shall be increased for time on and after the effective date of this section, hereby designated as the first day of the month next following its ratification by the State Legislature, by the percentage set forth in the following table opposite the fiscal year in which said allowance became effective, said percentage to be applied to the allowance payable to the individual who was receiving the allowance on the effective date of this section (a) exclusive of the annuity provided by additional contributions and (b) prior to reduction pursuant to subsection (A) of Section 165.6:

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| Fiscal Year in which Allowance Became Effective | Percentage |
|---|------------|
| All years prior to July 1, 1959..... | 16% |
| July 1, 1959 to June 30, 1960..... | 14% |
| July 1, 1960 to June 30, 1961..... | 12% |
| July 1, 1961 to June 30, 1962..... | 10% |
| July 1, 1962 to June 30, 1963..... | 8% |
| July 1, 1963 to June 30, 1964..... | 6% |
| July 1, 1964 to June 30, 1965..... | 4% |
| July 1, 1965 to June 30, 1966..... | 2% |
| July 1, 1966 to June 30, 1967..... | 1% |

(1) Funds necessary for the payment of such increases in allowances payable to or on account of members who retired or died as members under Charter Sections 165 or 165.2 shall be provided from the City's accumulated contributions held by the system on account of miscellaneous members under Section 165.2.

(2) Funds necessary for the payment of such increases in allowances to or on account of members who retired or died as members under Charter Sections 168 or 168.1 shall be provided from the City's accumulated contributions held by the system on account of police members under Section 168.1.

(3) Funds necessary for the payment of such increases in allowances to or on account of members who retired or died as members under Charter Sections 171 or 171.1 shall be provided from the City's accumulated contributions held by the system on account of fire members under Section 171.1.

The necessary funds shall be transferred on the effective date of this section from said accumulated contributions to the accumulated contributions held by the system to meet the obligations of the City and County on account of benefits that have been granted and which are based on service rendered as members. The contribution being required of the City and County currently, as percentages of salaries of persons who are members under Sections 165.2, 168.1 and 171.1 shall be increased to percentages determined by the actuary as necessary to replace the accumulated contributions so transferred.

8.514 (B) (1) The retirement board shall determine, prior to April 1 of each year, the percentage of increase or decrease in the cost of living during the preceding calendar year or years, as shown by the then current Consumer Price Index, All Items, San Francisco (1957-59=100), issued by the U. S. Bureau of Labor Statistics and published in the Monthly Labor Review or a successor publication. The cost of living adjustments as hereinafter provided shall be based on the percentage of such increase or decrease.

(2) ~~Notwithstanding any other Charter or ordinance provision governing the retirement system,~~ Every retirement or death allowance payable to or on account of any member who retires or dies as a member of the system or who has retired or died as such a

member, except allowances subject to change when the salary rate of any member is changed, shall be increased or decreased as of July 1, 1969, and on July 1 of each succeeding year, subject to the provisions of this subsection (B), by a percentage of the allowance established on the effective date of this section after any increase under subsection (A) of this section or on the effective date of such allowance, whichever is later, as payable to the individual who is receiving the allowance on the date of any such adjustment (a) exclusive of the annuity provided by additional contributions and (b) prior to modification pursuant to subsection (F) of Section 165.6. 8.514 On July 1, 1969 the percentage of increase in each such allowance shall be the percentage which is determined by the retirement board to approximate to the nearest one per cent, the percentage of increase in the cost of living during the preceding calendar year. On July 1, 1970 and on July 1 of each succeeding year, the percentage of increase or decrease in each such allowance shall be the percentage which is determined by the retirement board to approximate to the nearest one per cent of increase or decrease in the cost of living in the calendar year or years since January 1, 1969 or since January 1 of the year in which the last such cost of living adjustment in allowances was made, whichever is later. Any such allowance shall be so adjusted only if it was in effect for at least one year prior to the date of such adjustment. Such adjustment in any year shall not exceed two per cent of such allowance; provided however that no allowance shall be reduced below the amount being received by the member or his beneficiary on the effective date of this section or on the effective date he began to receive the allowance, whichever is later.

(3) Any such increases in allowances shall be paid from funds which shall be allocated for that purpose by the retirement board from such earnings on investments not otherwise allocated and after crediting of regular interest to accumulated contributions

as are in excess of two per cent of the assets of the retirement system at the close of each fiscal year.

(4) Any such increases in allowances which are not funded by such allocation of such earnings, shall be funded by contributions of members under Sections 165, 165.2, 168.1 and 171.1 and by contributions of the City, which shall be at rates which are in addition to the rates of contribution otherwise provided by Charter or ordinance, provided that a member's rate of contribution shall not exceed one-half of one per cent of his monthly compensation. The contributions made under this section by any member shall be credited together with regular interest thereon to his individual account and shall be subject to the same Charter and ordinance provisions relating to accumulated contributions of the member, including withdrawal and death benefits other than death allowances; provided, however, that upon his retirement or death, such accumulated contributions and interest shall not be applied to provide a part of the retirement benefits payable to him or the death allowance benefits payable on account of his death otherwise provided by Charter or ordinance, but instead shall be held, together with the accumulated contributions made by the City pursuant to this subsection (B), with interest thereon, to provide the benefits under this subsection (B). Whenever such accumulated contributions of a member with interest have been paid to him on account of his termination of service or to his beneficiary or estate as a part of his death benefits, as provided by Charter or ordinance, an amount equal to the amount of contributions and interest so paid shall be applied to reduce the contributions by the City then currently payable under this section. If a member, upon his reentry into membership after the withdrawal of his accumulated contributions, shall redeposit the accumulated contributions withdrawn with interest, as otherwise provided by the Charter or ordinance, he shall redeposit the accumulated contributions made under this section with interest in the same manner and under the same conditions as the redeposit of his other accumulated contributions, and an amount equal to the amount of such redeposit of accumulated contributions made under this section with interest, shall become payable forthwith by the City to be included in the City's contributions under this section.

(5) The rates of contribution of members and the City, as provided herein, shall be fixed by the retirement board from time to time as it determines necessary. [New section, 1968; amended, 1969]

Miscellaneous Officers and Employees

SECTION 165. Officers and employees of the city and county, except members of the police and the fire departments, shall become members of the retirement system subject only to the following provisions, in addition to the provisions contained in sections 158 to 164, of this charter, both inclusive.

(a) The system shall be applied to such offices, departments, bureaus, or classes of officers or employees of the city and county, including teachers in the San Francisco school department, as the supervisors shall determine; provided, however, that the contributions to be made by said teachers and the benefits to be received by said teachers under said retirement system shall be based upon the proportion of salaries of said teachers which have been and shall be paid out of funds contributed by the city and county, excluding therefrom the portion of such salaries which have been or shall be paid out of funds contributed by the State of California; and in determining such proportion it shall be taken to be the same proportion which the whole amount of money contributed by the city and county to the common school fund in any fiscal year bears to the whole amount of money contributed to such fund in such year by the state and by the city and county; and provided, further, that nothing herein contained shall be construed to deprive any teacher of the right to receive benefits under any pension or retirement system now or hereafter established by the State of California.

(b) No member of the retirement system shall be retired, except in case of disability incapacitating him for the performance of his duties, unless he shall have attained the age of sixty-two years and completed ten years of continuous service, but retirement shall be compulsory at the age of seventy years. It may be provided, however, under such retirement system, that members may retire after thirty years of continuous service; the benefits at retirement in such cases to be determined, because of retirement

8.514

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see 8.501 (2)
+ 8.500

8.528

see note
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beginning

§. 165-165.1

at an age below sixty-two, in accordance with the tables recommended by the actuary and approved by said retirement board.

(c) All persons who were retired prior to October 1, 1925, from service as teachers in the public schools of San Francisco, under the provisions of the law of 1913, establishing the California Public School Teachers' Retirement Salary Fund, shall be entitled to and shall receive retirement allowances, to be calculated on the same basis as that established for determining the retirement allowances provided for members of the said retirement system.

Pacific Gas & Electric Company Employees

SECTION 165.1. The board of supervisors shall have the power to provide by ordinance retirement benefits for persons who become employees of the City and County of San Francisco under any lease, or other temporary arrangement, entered into between said city and county and the Pacific Gas & Electric Company, and because of their employment by said company at the effective date of said lease, or other temporary arrangement. The effect of said ordinance shall be to provide essentially the same retirement benefits for said employees on account of service rendered under said lease, or other temporary arrangement, as if said persons had been employees of said company throughout the term of said lease.

The further effect of said ordinance shall be to provide for permanent retirement rights for said persons, in the event they become employees of said city and county upon purchase or other permanent acquisition of the properties of said company, essen-

tially the same benefits on account of service rendered as employees of said city and county, as they would have received if they had been members throughout said service of the San Francisco City and County Employees' Retirement System on the same basis as other employees of said city and county, except members of fire or police departments. [Non section, 1947]

Retirement—Miscellaneous Officers and Employees Prior to July 1, 1947

SECTION 165.1.1. Every retirement allowance payable by the San Francisco City and County Employees' Retirement System, for time commencing on the effective date of this section, hereby designated as the first day of the month next following its ratification by the Legislature, to or on account of any person who was retired prior to July 1, 1947, as a member of said system under section 165, is hereby increased by the amount of twenty-five dollars per month, provided such member was entitled to be credited under the retirement system with at least twenty years of service upon which the retirement allowance was determined at retirement. If the member was entitled to be credited with less than twenty years of such service, then said monthly increase shall be an amount which shall bear the same ratio to twenty-five dollars that the service with which the member was entitled to be credited at effective date of retirement, bears to twenty years. This section does not give any member retired prior to the effective date hereof, or his successors in interest, any claim against the city and county for any increase in any retirement allowance paid or payable for time prior to said effective date. If a member elected at retirement to have his retirement allowance modified under Options 2 or 3, provided by ordinance, and if his beneficiary is living on said effective date, the increase in his allowance shall be modified under the option elected at retirement, and on the basis of current ages, mortality tables and interest rate. If the beneficiary of such a person who elected at retirement to have his allowance modified under one of said options is not living on said effective date, or if the retired member is not living on said effective date and the beneficiary is receiving the modified retirement allowance, then the allowance shall be increased as provided herein for persons who did not elect an option.

The increase in the retirement allowance shall be apportioned between service rendered prior to the entry of the member into

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8.503
(d)

§ 165.1.1-165.1.2-165.1.3

the retirement system and service rendered as a member, in the same proportion that such prior and current service respectively, bears to the total service credited at retirement. Contributions to the retirement system necessary for the payment of the increases in the retirement allowances provided in this section, shall be provided, with respect to the portion of the benefit based on service rendered as members, from the reserves held by the retirement system on account of miscellaneous members, the necessary amount being transferred upon said effective date, from said reserves to the reserves held by the retirement system to meet the obligations on account of benefits that have been granted and on account of prior service of members. The contribution being required of the city currently, as percentages of salaries of persons who are members under section 165.2, shall be increased to percentages determined by the actuary as necessary to replace the reserves so transferred. Contributions to the retirement system necessary for the payment of said increases with reference to prior service, shall be paid to the system by the city and county by annual appropriations, provided that such appropriation for any year shall not be less than the amount disbursed during that year on account of said increases. [New section, 1949]

SECTION 165.1.2. *No section for this number.*

Retirement Continued—Increasing Retirement Allowances of Miscellaneous Officers and Employees Retired Prior to July 1, 1947

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SECTION 165.1.3. Every retirement allowance payable by the San Francisco City and County Employees' Retirement System, for time commencing on the effective date of this section, hereby designated as the first day of the month next following its ratification by the Legislature, to or on account of any person who was retired prior to July 1, 1947, as a member of said system under section 165, is hereby increased by the amount of \$25 per month, provided such member was entitled to be credited under the retirement system with at least twenty years of service upon which the retirement allowance was determined at retirement. If the member was entitled to be credited with less than twenty years of such service, then said monthly increase shall be an amount which shall bear the same ratio to \$25 that the service with which the member was entitled to be credited at effective date of retirement, bears to twenty years. This section does not give any member

retired prior to the effective date hereof, or his successors in interest, any claim against the city and county for any increase in any retirement allowance paid or payable for time prior to said effective date. If a member elected at retirement to have his retirement allowance modified under Options 2 or 3, provided by ordinance, and if his beneficiary is living on said effective date, the increase in his allowance shall be modified under the option elected at retirement, and on the basis of current ages, mortality tables and interest rate. If the beneficiary of such a person who elected at retirement to have his allowance modified under one of said options is not living on said effective date, or if the retired member is not living on said effective date and the beneficiary is receiving the modified retirement allowance, then the allowance shall be increased as provided herein for persons who did not elect an option.

The increase in the retirement allowance shall be apportioned between service rendered prior to the entry of the member into the retirement system and service rendered as a member, in the same proportion that such prior and current service respectively, bears to the total service credited at retirement. Contributions to the retirement system necessary for the payment of the increases in the retirement allowances provided in this section, shall be provided, with respect to the portion of the benefit based on service rendered as members, from the reserves held by the retirement system on account of miscellaneous members, the necessary amount being transferred upon said effective date, from said reserves to the reserves held by the retirement system to meet the obligations on account of benefits that have been granted and on account of prior service of members. The contribution being required of the city currently, as percentages of salaries of persons who are members under section 165.2, shall be increased to percentages determined by the actuary as necessary to replace the reserves so transferred. Contributions to the retirement system necessary for the payment of said increases with reference to prior service, shall be paid to the system by the city and county by annual appropriations, provided that such appropriation for any year shall not be less than the amount disbursed during that year on account of said increases. [New section, 1953]

**Increasing Retirement Allowances of Miscellaneous Officers and
Employees Retired Under Section 165 of the Charter,
Prior to July 1, 1952**

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\$500*

SECTION 165.1.4. Every retirement allowance payable by the San Francisco City and County Employees' Retirement System, for time commencing on the effective date of this section, hereby designated as the first day of the month next following its ratification by the Legislature, to or on account of any person who was retired prior to July 1, 1952, as a member of said system under Section 165, is hereby increased by the amount of \$25 per month, provided such member was entitled to be credited under the retirement system with at least twenty years of service upon which the retirement allowance was determined at retirement. If the member was entitled to be credited with less than twenty years of such service, then said monthly increase shall be an amount which shall bear the same ratio to \$25 that the service with which the member was entitled to be credited at effective date of retirement, bears to twenty years. This section does not give any member retired prior to the effective date hereof, or his successors in interest, any claim against the city and county for any increase in any retirement allowance paid or payable for time prior to said effective date. If a member elected at retirement to have his retirement allowance modified under Options 2 or 3, provided by ordinance, and if the member and his beneficiary are living on said effective date, the increase in the allowance shall be modified under the option elected at retirement, and on the basis of current ages, mortality tables and interest rate. If the beneficiary of such a person who elected at retirement to have his allowance modified under one of said options is not living on said effective date, or if the retired member is not living on said effective date and the beneficiary is receiving the modified retirement allowance, then the allowance shall be increased as provided herein for persons who did not elect an option.

The increase in the retirement allowance shall be apportioned between service rendered prior to the entry of the member into the retirement system and service rendered as a member, in the same proportion that such prior and current service respectively, bears to the total service credited at retirement. Contributions to the retirement system necessary for the payment of the increases in the retirement allowances provided in this section, shall be

provided, with respect to the portion of the benefit based on service rendered as members, from the reserves held by the retirement system on account of miscellaneous members, the necessary amount being transferred upon said effective date, from said reserves to the reserves held by the retirement system to meet the obligations on account of benefits that have been granted and on account of prior service of members. The contribution being required of the city currently, as percentages of salaries of persons who are members under section 165.2, shall be increased to percentages determined by the actuary as necessary to replace the reserves so transferred. Contributions to the retirement system necessary for the payment of said increases with reference to prior service shall be paid to the system by the city and county by annual appropriations, provided that such appropriation for any year shall not be less than the amount disbursed during that year on account of said increases. [New section, 1956]

SECTION 165.1.5. Every retirement allowance payable by the San Francisco City and County Employees' Retirement System, for time commencing on the effective date of this section, hereby designated as the first day of the month next following its ratification by the Legislature, to or on account of any person who was retired prior to July 1, 1947, as a member of said system under section 165, is hereby increased by the amount of \$25 per month, provided such member was entitled to be credited under the retirement system with at least twenty years of service upon which the retirement allowance was determined at retirement. If the member was entitled to be credited with less than twenty years of service, then said monthly increase shall be an amount which shall bear the same ratio to \$25, that the service with which the member was entitled to be credited at the effective date of his retirement, bears to twenty years. This section does not give any member retired prior to the effective date hereof, or his successor in interest, any claim against the city and county for any increase in any retirement allowance paid or payable for the time prior to said effective date. If a member elected at retirement to have his retirement allowance modified under option 2 or 3, provided by ordinance, and if both he and his beneficiary are living on said effective date, the increase in his allowance shall be modified under the option elected at retirement, and on the basis of current ages, mortality tables and interest rates. If the beneficiary of such a person who elected at retirement to have his allowance modified under one of said options is not living on said effective

Retirement — Miscellaneous Officers and Employees
On and After July 1, 1947

§ 165.1.5

date or if the retiree member is not living on said effective date and the beneficiary is receiving the modified retirement allowance, then the allowance shall be increased as provided herein for persons who did not elect an option.

The increase in the retirement allowance shall be apportioned between service rendered prior to the entry of the member into the retirement system and service rendered as a member, in the same proportion that such prior and current service respectively, bears to the total service credited at retirement. Contributions to the retirement necessary for the payment of the increases in the retirement allowances provided in this section, shall be provided, with respect to the portion of the benefit based on service rendered as members, from the reserves held by the retirement system on account of miscellaneous members, the necessary amount being transferred upon said effective date, from said reserves to the reserves held by the retirement system to meet the obligations on account of benefits that have been granted and on account of prior service of members.

The contribution being required of the city currently, as percentages of salaries of persons who are members under section 165.2 shall be increased to percentages determined by the actuary as necessary to replace the reserves so transferred. Contributions to the retirement system necessary for the payment of said increases with references to prior services, shall be paid to the system by the city and county by annual appropriations, provided that such appropriation for any year shall not be less than the amount disbursed during that year on account of said increases. [New section, 1964]

SECTION 165.2. Miscellaneous officers and employees, as defined in this section, who are members of the retirement system under this section of the charter on the effective date of this amendment, hereby designated as the first day of the month next following its ratification by the State Legislature, and persons who become miscellaneous officers and employees after said effective date, shall be members of the retirement system, subject to the following provisions of this section, in addition to the provisions contained in sections 158 to 161, both inclusive, of this charter notwithstanding the provisions of any other section of the charter, provided that the retirement system shall be applied to persons employed on a part-time, temporary or substitute basis only as the board of supervisors shall determine by ordinance enacted by three-fourths vote of all members of the board. Miscellaneous officers and employees of the said departments who are members of the retirement system under section 165 of the charter on said effective date shall continue to be members of the system under section 165 and shall not be subject to any of the provisions of this section, except as specifically provided in this section.

(A) The following words and phrases as used in this section unless a different meaning is plainly required by the context, shall have the following meaning:

"Retirement allowance," or "allowance," shall mean equal monthly payments, beginning to accrue upon the date of retirement, and continuing for life unless a different term of payment is definitely provided by the context.

"Compensation," as distinguished from benefits under the workmen's compensation laws of the State of California shall mean all remuneration whether in cash or by other allowances made by the city and county, for service qualifying for credit under this section.

"Compensation earnable" shall mean the compensation as determined by the retirement board, which would have been earned by the member had the worker, throughout the period under consideration, the average number of days ordinarily worked by persons in the same grade or class of positions as the positions held by him during such period and at the rate of pay attached to such

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positions, it being assumed that during any absence, he was in the position held by him at the beginning of the absence, and that prior to entering city service he was in the position first held by him in city-service.

"Benefit" shall include "allowance," "retirement allowance," and "death benefit."

8.529 "Average final compensation" shall mean the average monthly compensation earned by a member during any five consecutive years of credited service in the retirement system in which his average final compensation is the highest, unless the board of supervisors shall otherwise provide by ordinance enacted by three-fourths vote of all members of the board.

For the purposes of the retirement system and of this section, the terms "miscellaneous officer or employee," or "member," as used in this section shall mean any officer or employee who is not a member of the fire or police departments as defined in the charter for the purpose of the retirement system, under section 165 of the charter.

"Retirement system" or "system" shall mean San Francisco City and County Employees' Retirement System as created in section 158 of the charter.

10.100 "Retirement board" shall mean "retirement board" as created in section 159 of the charter.

"Charter" shall mean the charter of the City and County of San Francisco.

Words used in the masculine gender shall include the feminine and neuter genders, and singular numbers shall include the plural and the plural the singular.

8.529 "Interest" shall mean interest at the rate adopted by the retirement board.

8.520 (a) (B) Any member who completes at least twenty years of service in the aggregate credited in the retirement system and attains the age of fifty-five years, or at least ten years of service in the aggregate credited in the retirement system, and attains the age of sixty years, said service to be computed under subsection (G) hereof, may retire for service at his option. Members shall be retired on the first day of the month next following the attainment by them of the age of sixty-five years. A member retired

after reaching the age of sixty years shall receive a service retirement allowance at the rate of $1\frac{1}{3}$ per cent of said average final compensation for each year of service; provided, however, that upon the compulsory retirement of a member upon his attainment of the age of 65 years, if the allowance available to such member pursuant to the provisions of subsection (F) of this section shall be greater in amount than the service retirement allowance otherwise payable to such member under this subsection (B), then such member shall receive as his service retirement allowance, in lieu of the allowance otherwise payable under this subsection (B), an allowance computed in accordance with the formula provided in said subsection (F). The service retirement allowance of any member retiring prior to attaining the age of sixty years, after rendering twenty years or more of such service and having attained the age of fifty-five years, computed under subsection (G), shall be such as can be provided at the age of retirement by the actuarial value, at the age of retirement, of the retirement allowance to which he would be entitled upon retirement at age sixty and with the service credited at the date of actual retirement.

Before the first payment of a retirement allowance is made, a member retired under this subsection or subsection (C) of this section, may elect to receive the actuarial equivalent of his allowance, partly in an allowance to be received by him throughout his life, and partly in other benefits payable after his death to another person or persons, provided that such election shall be subject to all the conditions prescribed by the board of supervisors to govern similar elections by other members of the retirement system, including the character and amount of such other benefits; provided, however, that at any time within 30 days after the date on which his compulsory retirement would otherwise have become effective, a member who has attained the age of 65 years may elect, without right of revocation, to withdraw his accumulated contributions, said election to be exercised in writing on a form furnished by the retirement system and filed at the office of said system and a member so electing shall be considered as having terminated his membership in said system on the date immediately preceding the date on which his compulsory retirement would otherwise have become effective and he shall be paid forthwith his accumulated contributions, with interest credited

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(a) thereon. Notwithstanding the provisions of Section 165.6 of this charter, the portion of service retirement allowance provided by the city and county's contributions shall be not less than \$100 per month upon retirement after thirty years of service and after attaining the age of sixty years, and provided further that as to any member with fifteen years or more of service at the compulsory retirement age of sixty-five, the portion of the service retirement allowance provided by the city and county's contribution shall be such that the total retirement allowance shall not be less than \$100 per month. In the calculations under this subsection of the retirement allowance of a member having credit for service in a position in the evening schools and service in any other position, separate retirement allowances shall be calculated, in the manner prescribed for each class of service, the average final compensation in each case being that for the respective class of service; provided that the aggregate retirement allowance shall be taken into account in applying the provisions of this subsection providing for a minimum retirement allowance. Part time service and compensation shall be reduced to full time service and compensation in the manner prescribed by the board of supervisors, and when so reduced shall be applied on full time service and compensation in the calculation of retirement allowances.

8.521 (C) Any member who becomes incapacitated for performance of duty because of disability determined by the retirement board to be of extended and uncertain duration, and who shall have completed at least ten years of service credited in the retirement system in the aggregate, computed as provided in subsection (G) hereof, shall be retired upon an allowance of one and one-half per cent of the average final compensation of said member, as defined in subsection (A) hereof for each year of credited service, if such retirement allowance exceeds one-third ($\frac{1}{3}$) of his average final compensation; otherwise one and one-half ($1\frac{1}{2}$) per cent of his average final compensation multiplied by the number of years of city-service which would be credited to him were such city-service to continue until attainment by him of age sixty, but such retirement allowance shall not exceed one-third ($\frac{1}{3}$) of such average final compensation. In the calculation under this subsection of the retirement allowance of a member having credit for service in a position in the evening schools and service in any

other position, separate retirement allowances shall be calculated, in the manner prescribed, for each class of service, the average final compensation in each case being that for the respective class of service; provided that the average final compensation upon which the minimum total retirement allowance is calculated in such case shall be based on the compensation earnable by the member in the classes of service rendered by him during the five (5) years immediately preceding his retirement. Part time service and compensation shall be reduced to full time service and compensation in the manner prescribed by the board of supervisors, and when so reduced shall be applied as full time service and compensation in the calculation of retirement allowances. The question of retiring a member under this subsection may be brought before the retirement board on said board's own motion, by recommendation of any commission or board, or by said member or his guardian. If his disability shall cease, his retirement allowance shall cease, and he shall be restored to service in the position or classification he occupied at the time of his retirement.

(D) No modification of benefits provided in this section shall be made because of any amounts payable to or on account of any member under workmen's compensation laws of the State of California.

(E) If a member shall die, before his retirement, regardless of cause:

(1) If no benefits is payable under subdivision (2) of this subsection (E), a death benefit shall be paid to his estate or designated beneficiary consisting of the compensation earnable by him during the six months immediately preceding death, plus his contributions and interest credited thereon.

(2) If, at the date of his death, he was qualified for service retirement by reason of service and age under the provisions of subsection (B) of this section, and he has designated as beneficiary his surviving spouse, who was married to him for at least one full year immediately prior to the date of his death, one-half of the retirement allowance to which the member would have been entitled if he had retired for service on the date of his death shall

be paid to such surviving spouse who was his designated beneficiary at the date of his death, until such spouse's death or remarriage, or if there be no surviving spouse, to the unmarried child or children of such member under the age of eighteen years, collectively, until every such child dies, marries or attains the age of eighteen years, provided that no child shall receive any allowance after marrying or attaining the age of eighteen years. If, at the death of such surviving spouse, who was receiving an allowance under this subdivision (2), there be one or more unmarried children of such member under the age of eighteen years, such allowance shall continue to such child or children, collectively, until every such child dies, marries or attains the age of eighteen years, provided that no child shall receive any allowance after marrying or attaining the age of eighteen years. If the total of the payments of allowance made pursuant to this subdivision (2) is less than the benefit which was otherwise payable under subdivision (1) of this subsection, the amount of said benefit payable under subdivision (1) less an amount equal to the total of the payments of allowance made pursuant to this subdivision (2) shall be paid in a lump sum as follows:

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(a) If the person last entitled to said allowance is the remarried surviving spouse of such member, to such spouse.

(b) Otherwise, to the surviving children of the member, share and share alike, or if there are no such children, to the estate of the person last entitled to said allowance.

The surviving spouse may elect, on a form provided by the retirement system and filed in the office of the retirement system before the first payment of the allowance provided herein, to receive the benefit provided in subdivision (1) of this subsection in lieu of the allowance which otherwise would be payable under the provisions of this subdivision. If a surviving spouse, who was entitled to make the election herein provided, shall die before or after making such election but before receiving any payment pursuant to such election, then the legally appointed guardian of the unmarried children of the member under the age of eighteen years may make the election herein provided before any benefit has been paid under this subsection (E), for and on behalf of such children if in his judgment it appears to be in their interest

and advantage, and the election so made shall be binding and conclusive upon all parties in interest.

If any person other than such surviving spouse shall have and be paid a community property interest in any portion of any benefit provided under this subsection (E), any allowance payable under this subdivision (2) shall be reduced by the actuarial equivalent, at the date of the member's death, of the amount of benefits paid to such other person.

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Upon the death of a member after retirement and regardless of the cause of death, a death benefit shall be paid to his estate or designated beneficiary in the manner and subject to the conditions prescribed by the board of supervisors for the payment of a similar death benefit upon the death of other retired members.

(F) Should any miscellaneous member cease to be employed as such a member, through any cause other than death or retirement, all of his contributions, with interest credited thereon, shall be refunded to him subject to the conditions prescribed by the board of supervisors to cover similar terminations of employment and reemployment with and without redeposit of withdrawn accumulated contributions of other members of the retirement system, provided that if such member is entitled to be credited with at least ten years of service or if his accumulated contributions exceed one thousand dollars (\$1,000), he shall have the right to elect, without right of revocation and within 90 days after said termination of service, or if the termination was by lay-off, 90 days after the retirement board determines the termination to be permanent, whether to allow his accumulated contributions to remain in the retirement fund and to receive benefits only as provided in this paragraph. Failure to make such election shall be deemed an irrevocable election to withdraw his accumulated contributions. A person who elects to allow his accumulated contributions to remain in the retirement fund shall be subject to the same age requirements as apply to other members under this section for service retirement but he shall not be subject to a minimum service requirement. Upon the qualification of such member for retirement by reason of age, he shall be entitled to receive a retirement allowance which shall be the actuarial equivalent of his accumulated contributions and an equal amount of the

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8.524 { contributions of the city and county, plus $1\frac{2}{3}$ per cent of his average final compensation for each year of service credited to him as rendered prior to his first membership in the retirement system. Upon the death of such member prior to retirement, his contributions with interest credited thereon shall be paid to his estate or designated beneficiary.

(G) The following time and service shall be included in the computation of the service to be credited to a member for the purpose of determining whether such member qualifies for retirement and calculating benefits:

(1) Time during which said member is a member of the retirement system and during and for which said member is entitled to receive compensation because of services as a miscellaneous officer or employee.

8.525 { (2) Service in the fire and police departments which is not credited as service of a member under this section shall count under this section upon transfer of a member of either of such departments to employment entitling him to membership in the retirement system under this section, provided that the accumulated contributions standing to the credit of such member shall be adjusted by refund to the member or by payment of the member to bring the account at the time of such transfer to the amount which would have been credited to it had the member been a miscellaneous employee throughout the period of his service in either of such departments at the compensation he received in such departments.

(3) Time during which said member is absent from a status included in paragraphs (1) or (2) next preceding which is not deemed absence from service under the provisions of section 161 of the charter and for which such member is entitled to receive credit as service for the city and county by virtue of contributions made in accordance with the provisions of such section.

(4) Prior service determined and credited as prescribed by the board of supervisors for persons who are members under section 165.

(5) The board of supervisors, by ordinance enacted by a three-fourths vote of its members, may provide for the crediting as service under the retirement system of service, other than

military service, rendered as an employee of the federal government and service rendered as an employee of the State of California or any public entity or public agency in the State of California. Said ordinance shall provide that all contributions required as the result of the crediting of such service shall be made by the member and that no contributions therefor shall be required of the city and county.

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(II) All payments provided under this section shall be made from funds derived from the following sources, plus interest earned on said funds:

(1) The rate of contribution of each member under this section shall be based on his nearest age at the effective date of his membership in the retirement system. The normal rate of contribution of each such member, to be effective from the effective date of membership under this section, shall be such as, on the average for such member, will provide, assuming service without interruption, under subsection (B) of this section, one-half of that portion of the service retirement allowance to which he would be entitled if retired at age sixty or higher age after rendering ten years of service for retirement under that subsection. No adjustment shall be included in said rates because of time during which members have contributed at different rates. Members' rates of contributions shall be changed only in the manner prescribed by the board of supervisors for changing contributions rates of other members.

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(2) There shall be deducted from each payment of compensation made to a member under this section, a sum determined by applying the member's rate of contribution to such compensation. Amounts which would have been deducted in the absence of the limit on such deductions according to service credited, shall be paid to the retirement system following the removal of such limit, in manners and at times approved by the retirement board. The sum so deducted shall be paid forthwith to the retirement system. Said contribution shall be credited to the individual account of the member from whose salary it was deducted, and the total of said contributions, together with interest credited thereon in the same manner as is prescribed by the board of supervisors for crediting interest to contributions of other members of the retirement system, shall be applied to provide part of the retirement

allowance granted to, or allowance granted on account of said member, under this section or shall be paid to said member of his estate or beneficiary as provided in subsections (E) and (F) of this section, provided that the portion of the salaries of the teachers as provided in section 165, paragraph (a), as a basis for fixing the contributions to be made, and the benefits to be received, by the teachers under the retirement system shall be determined by the method provided in section 165, paragraph (a) and shall not be less than eighty per cent of the total salary received by the teachers, unless the board of supervisors shall otherwise provide by ordinance enacted by three-fourths vote of all members of the board.

8.526 (3) Contributions based on time included in paragraphs (1) and (3) of subsection (G), and deducted prior to the effective date hereof, from compensation of persons who become members under this section, and standing with interest thereon, to the credit of such members on the records of the retirement system on said date, shall continue to be credited to the individual accounts of said members and shall be combined with and administered in the same manner as the contributions deducted after said date.

(4) The total contributions, with interest thereon, made by or charged against the city and county and standing to its credit, on the effective date hereof, in the accounts of the retirement system, on account of persons who become members under this section, shall be applied to provide the benefits under this section.

(5) The city and county shall contribute to the retirement system such amounts as may be necessary, when added to the contributions referred to in the preceding paragraphs of this subsection (II), to provide the benefits payable under this section. Such contributions of the city and county to provide the portion of the benefits hereunder which shall be based on service rendered by each member prior to the date upon which his rate of contribution is determined in paragraph (1), subsection (II), shall not be less during any fiscal year than the amount of such benefits paid during said year. Such contributions of the city and county to provide the portion of the benefits hereunder which shall be based on service rendered by respective members on and after the

date stated in the next preceding sentence, shall be made in annual installments, and the installment to be paid in any year shall be determined by the application of a percentage to the total salaries paid during said year, to persons who are members under this section, said percentage to be the ratio of the value of the effective date hereof, or at the later date of a periodical actuarial valuation and investigation into the experience under the system, of the benefits thereafter to be paid under this section, from contributions of the city and county, less the amount of such contributions, and plus accumulated interest thereon, then held by said system to provide said benefits on account of service rendered by respective member after the date stated in the sentence next preceding, to the value at said respective dates of salaries thereafter payable to said members. Said values shall be determined by the actuary, who shall take into account the interest which shall be earned on said contributions, the compensation experience of members, and the probabilities of separation by all causes, of members from service before retirement and of death after retirement. Said percentage shall be changed only on the basis of said periodical actuarial valuation and investigation into the experience under the system. Said actuarial valuation shall be made every even-numbered year and said investigation into the experience under the system shall be made every odd-numbered year.

(6) To promote the stability of the retirement system through a joint participation in the result of variations in the experience under mortality, investment and other contingencies, the contributions of both members and the city and county held by the system to provide the benefits under this section, shall be a part of the fund in which all other assets of said system are included. Nothing in the section shall affect the obligations of the city and county to pay to the retirement system any amounts which may or shall become due under the provisions of the charter prior to the effective date hereof, and which are represented on said effective date, in the accounts of said system by debits against the city and county.

(I) Upon the completion of the years of service set forth in subsection (B) of this section as requisite to retirement, a member shall be entitled to retire at any time thereafter in accordance

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8.526 { with the provisions of said subsection (B), and nothing shall de-
(b) { prive said member of said right.

8.513 { (J) No person retired under this section, for service or dis-
(a) { ability and entitled to receive a retirement allowance under the
retirement system shall serve in any elective or appointive posi-
tion in the city and county service, including membership on
boards and commissions, nor shall such persons receive any pay-
ment for service rendered to the city and county after retirement,
provided that service as an election officer or juror shall not be
affected by this section.

10.102 { (K) Any section or part of any section in this charter, insofar
as it should conflict with this section, or with any part thereof,
shall be superseded by the contents of this section. In the event
that any word, phrase, clause or subsection of this section shall be
adjudged unconstitutional, the remainder thereof shall remain in
full force and effect.

8.527 { (L) Notwithstanding the provisions of subsections (B), (C),
(F) or (I) of this section, any member convicted of a crime in-
volving moral turpitude committed in connection with his duties
as an officer or employee of the City and County of San Francisco,
shall, upon his removal from office or employment pursuant to the
provisions of this charter, forfeit all right to any benefits under
the retirement system except refund of his accumulated contribu-
tions; provided, however, that, if such member is qualified for
service retirement by reason of service and age under the pro-
visions of subsection (B) of this section, he shall have the right
to elect, without right of revocation and within 90 days after his
removal from office or employment, whether to withdraw all of
his accumulated contributions or to receive as his sole benefit
under the retirement system an annuity which shall be the actu-
arial equivalent of his accumulated contributions at the time of
such removal from office or employment.

obsolete see 8.500 { (M) The amendments of this section contained in the proposi-
tion therefor submitted to the electorate on November 5, 1968,
shall be effective on the first day of the month next following
ratification by the State Legislature. Said amendments do not
and shall not increase any allowance first in effect prior to the

effective date of said amendments, nor shall they give any person
retired prior to said effective date, or his successors in interest,
any claim against the city and county for any increase in any
retirement allowance paid or payable for time prior to said effec-
tive date. [Amended, 1966; 1969]

Cited in *Carey v. Retirement Board of San Francisco* (1955) 131 Cal.
App. (2d) 739, 281 Pac. (2d) 25.

SECTION 165.2.1. Every retirement allowance payable by the
San Francisco City and County Employees' Retirement System,
for time commencing on the effective date of this section, hereby
designated as the first day of the month next following its ratifica-
tion by the Legislature, to or on account of any person who was
retired prior to July 2, 1952, as a member of said system under
section 165.2, and to or on account of any person who was retired
prior to July 2, 1952, but not prior to July 2, 1952, as a member
of said system under section 165, is hereby increased by the
amount of \$25 per month, provided such member was entitled to
be credited under the retirement system with at least twenty
years of service upon which the retirement allowance was deter-
mined at retirement. If the member was entitled to be credited
with less than twenty years of such service, then said monthly
increase shall be an amount which shall bear the same ratio to \$25
that the service with which the member was entitled to be credited
at effective date of retirement, bears to twenty years. This section
does not give any member retired prior to the effective date hereof,
or his successors in interest, any claim against the city and county
for any increase in any retirement allowance paid or payable for
time prior to said effective date. If a member elected at retirement
to have his retirement allowance modified under Option 2 or 3,
provided by ordinance, and if the member and his beneficiary are
living on said effective date, the increase in the allowance shall be
modified under the option elected at retirement, and on the basis
of current ages, mortality tables and interest rate. If the bene-
ficiary of such a person who elected at retirement to have his al-
lowance modified under one of said options is not living on said
effective date, or if the retired member is not living on said effec-
tive date and the beneficiary is receiving the modified retirement
allowance, then the allowance shall be increased as provided
herein for persons who did not elect an option.

The increase in the retirement allowance shall be appor-
tioned between service rendered prior to the entry
of the member into the retirement system and
service rendered as a member, in the same propor-

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tion that such prior and current service respectively, bears to the total service credited at retirement. Contributions to the retirement system necessary for the payment of the increases in the retirement allowances provided in this section, shall be provided, with respect to the portion of the benefit based on service rendered as members, from the reserves held by the retirement system on account of miscellaneous members, the necessary amount being transferred upon said effective date, from said reserves to the reserves held by the retirement system to meet the obligations of the city and county on account of benefits that have been granted and on account of prior service of members. The contribution being required of the city and county currently as percentages of salaries of persons who are members under section 165.2, shall be increased to percentages determined by the actuary as necessary to replace the reserves so transferred. Contributions to the retirement system necessary for the payment of said increases with reference to prior service, shall be paid to the system by the city and county by annual appropriations, provided that such appropriation for any year shall not be less than the amount disbursed during that year on account of said increases. [New section, 1957]

Relinquishment of Certain Retirement Allowances

SECTION 165.3. Any person who retired under the San Francisco City and County Employees' Retirement System from an employment status in which he was a member of the State Teachers' Retirement System, and whose retirement was effective after June 30, 1955, and not later than ninety days after the effective date of this section, hereby designated as the first day of the month next following its ratification by the legislature, may elect, in writing on a form provided by the retirement system and to be filed at the office of said system within ninety days after the effective date of this section, to relinquish his right to a retirement allowance from said City and County Employees' Retirement System. If such person so elects to relinquish said right, his retirement allowance shall be cancelled forthwith and no payments of such allowance shall be made to him, or on his account, for time on and after the effective date of such election, and such election shall be irrevocable. The San Francisco City and County Employees' Retirement System shall pay or be liable to pay to or on account of such person only an amount equal to the actuarial equivalent, as of the effective date of such relinquishment, and on the basis of the mortality tables and interest rate

then used under the system, of the portion of the cancelled allowance which was provided by said person's accumulated contributions at the effective date of his retirement. An amount equal to such actuarial equivalent shall be forwarded forthwith to the Retirement Annuity Fund of said State Teachers' Retirement System, to be applied on the amount due to said fund from said person under the provisions of Division (7), Chapter 14 of the Education Code of the State of California, but not to exceed the amount so due as may be quoted in a written statement requested of and received from said State Teachers' Retirement System as applied to any person herein involved. Any excess of the actuarial equivalent over said amount so quoted as due shall be paid forthwith to said person. [New section, 1957]

Credit on Current Contributions, for Certain Public Reserves Released by Withdrawal or Relinquishment by Retiring or Retired Teachers

SECTION 165.4. In the event that any teacher or other employee of the board of education resigns and withdraws ~~from the system after the fiscal year which will end June 30, 1957~~, his accumulated contributions from the San Francisco City and County Employees' Retirement System, and instead within 90 days after such withdrawal is in the status of a person retired under the State Teachers' Retirement System of California on an allowance based on the full allowance formulae under said state system, the contributions which the San Francisco Unified School District is required to make to said City and County Employees' Retirement System on account of service rendered by employees of such unified school district as such members of such system, in accordance with the rate of contribution determined under paragraph (5), subdivision (II) of section 165.2 of the charter, shall be reduced by an amount equal to the actuarial equivalent as of the day next following the date of such withdrawal, of the portion of the allowance to which such person would have been entitled from said City and County Employees' Retirement System, if he had not resigned, and which would have been based on his service as a member of such City and County Employees' Retirement System, minus the amount of his accumulated normal contributions withdrawn.

In the event that any person retired under the San Francisco

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8.528 City and County Employees' Retirement System from an employment status in which he was a member of the State Teachers' Retirement System, has elected or elects to relinquish his right to a retirement allowance from said City and County Employees' Retirement System, the contributions which the San Francisco Unified School District is required to make to the City and County Employees' Retirement System on account of service rendered by employees of such unified school district as members of such system in accordance with the rate of contribution determined under paragraph (5), subdivision (II) of section 165.2 of the charter, shall be reduced by an amount equal to the actuarial equivalent as of the effective date of such relinquishment, and as determined in connection with such relinquishment, of the portion of the allowance to which said person would have been entitled had he not so elected, and which was based on his service as a member of the City and County Employees' Retirement System, minus the actuarial equivalent determined in connection with such relinquishment of the portion of the cancelled allowance which was provided by said person's accumulated normal contributions at the effective date of his retirement.

If the total of the actuarial equivalents by which the contributions required of the San Francisco Unified School District in any year are to be reduced, exceeds such contributions, the amount of the excess shall be carried over to subsequent fiscal years and applied to reduce such contributions for such years in chronological order. [New section, 1958]

SECTION 165.5. *No section for this number.*

(2) Social Security Coverage

8.512 SECTION 165.6. The board of supervisors may enact, by a vote of three-fourths of its members, an ordinance or ordinances prescribing the conditions according to which any and all employees of the San Francisco Unified School District and employees of the City and County of San Francisco, other than members of the fire and police department (as defined in section 162) may be covered under the Federal Old-Age and Survivors Disability Insurance provisions of the Federal Social Security Act, subject to the pro-

visions of this section. "City and County" as hereinafter used shall mean the City and County of San Francisco and the San Francisco Unified School District.

2.512 (A) Any member of the San Francisco City and County Employees' Retirement System, hereinafter referred to as the system, who is or becomes covered by the Federal Old-Age and Survivors Disability Insurance provisions of the Federal Social Security Act, hereinafter referred to as the Act, shall continue to contribute to the system the normal contributions required of him, except that he shall have the right to reduce his normal contributions under the system at his option to be exercised by an election on the system's form, said election to be effective on the first day of the month next following its filing in the system's office. Such reduction of normal contributions shall apply only to time during which said member is covered under the Act, and after the effective date of this section, hereby fixed as the first day of the month next following its ratification by the State Legislature, and the amount of said reduction, which may be changed from time to time by said member, in accordance with rules and regulations of the Retirement Board, shall not be more than the amount of said member's contribution under the Act.

Any allowance payable to or on account of such member by the system shall be reduced on the effective date of said allowance by the actuarial equivalent on that date of the normal contributions, including interest to said date, with which said member would have been but was not credited under the system because of said reduction in his normal contributions and because of amounts paid from such member's accumulated contributions for the retroactive period hereinafter provided for, and any continuation of said allowance shall be based on such reduced allowance but said allowance shall not be affected otherwise by the member's reduction of his normal contributions. Said member shall have the right to contribute amounts, which shall be administered as additional contributions, to replace all or part of such reduction in his retirement allowance.

(B) The reductions in allowances and contributions of members shall be made as provided in the foregoing paragraphs notwithstanding any provisions in the charter to the contrary.

(C) Every employee covered by the agreement providing coverage under the Act shall be liable for the employee contributions required by the Act.

(D) The effective date of coverage under the Act may be made retroactive to such date as the board of supervisors may determine. Contributions required under the Act of each member for time included by the retroactive application shall be paid from such member's accumulated contributions held by the system on account of his compensation not in excess of the maximum compensation taxable under this Act for such retroactive time. If the required contributions under the Act exceed the member's accumulated contributions held by the system so determined, the additional contributions under the Act equal to the excess shall be paid by the member. Contributions required under the Act of the employer on account of such retroactive period shall be paid from funds held by the system on account of active members and derived from contributions of the city and county.

(E) Any member who is covered by section 210(1) of the Act on the effective date of the agreement between the state and federal government to extend coverage to the members of the system under the Act shall not be subject to this section unless he elect to be covered in accordance with this section, such election to be on a form furnished by the system and to be filed in the office of the system not later than one hundred eighty (180) days after the effective date of such agreement. Such election shall be irrevocable. Such election shall fix the status of the member under such coverage as the same in all respects as if he had not been covered under section 210(1), except that there shall be no adjustment of the member's accumulated contributions or of the funds held by the system, and derived from contributions of the city and county, on account of social security tax for such retroactive period.

Each member who enters the employ of the municipal railway after the effective date of the agreement between the state and federal government to extend coverage to other members of the system under the Act shall be covered under the act in accordance with the terms of this section and the ordinance or ordinances enacted pursuant thereto.

(F) Provision shall be made for modification of the member's retirement allowance at his option, if he retires before he attains the minimum age of qualification for his primary benefit under the Act, in such manner that will make his increased monthly retirement allowance under the system prior to retirement of such age equal to the sum of his decreased monthly allowance after attainment of such age, and his primary benefit under the Act, upon the basis of an estimated primary benefit under the Act, subject to the requirement that the amounts of the increase and decrease in the monthly allowance shall be actuarially equivalent, and that the increase shall not be modified under an option provided by ordinance.

(G) Words used in the masculine gender shall include the feminine and neuter genders, and singular numbers shall include the plural and the plural the singular.

(H) The contribution rates of the city and county applicable to various memberships under section 165.2 shall be adjusted to rates determined by the actuary according to method's stated in paragraph 5, subsection (II) of section 165.2.

(I) The board of supervisors shall submit to the eligible employees for purposes of referendum as defined in the Act the question as to whether they desire coverage under the Act in accordance with conditions prescribed in this section.

(J) The powers of the board of supervisors granted in section 158 shall include the authority to make such adjustments in the retirement system, by a vote of three-fourths of its members, as are not made by this section, but as required because of changes in the Act, to carry out the purposes of this section.

(K) The amendments of this section contained in the proposition therefor submitted to the electorate on November 5, 1968, shall be effective on the first day of the month next following ratification by the State Legislature.

Every retirement allowance payable by the system for time commencing on the effective date of said amendments to or on account of any member or retired member covered by the Act on account of services rendered by him to the city and county shall be the retirement allowance to which such member or retired member is entitled without reduction on account of such coverage.

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except as provided in this section. Said amendments do not and shall not give any member retired prior to said effective date, or his successors in interest, any claim against the city and county for any increase in any retirement allowance paid or payable for time prior to said effective date. [New section, 1959; amended, 1969]

Present Police Department Members

SECTION 166. Persons who are members of the police department on the 8th day of January, 1932, shall become members of the retirement system on that date, subject to the following provisions in addition to the provisions contained in sections 158 and 163, both inclusive, of this charter:

(a) Any member of the department who has arrived or shall arrive at the age of sixty-two years, and who has completed thirty years of continuous service as an active member of the department next preceding his retirement, may retire from service at his option, provided that retirement shall be compulsory at the age of seventy years. Such retired member shall receive a monthly pension, payable throughout his life, equal to one-half of the amount of the monthly salary attached to the rank held by him three years prior to the date of his retirement, hereinafter referred to in this section and section 167 as a "pension."

Before the first payment of the pension is made, such retired member may elect to receive the actuarial equivalent of his pension, partly in a pension to be received by him throughout his

life, and partly in other benefits payable after his death to another person or persons, provided that such election shall be subject to all the conditions prescribed by the board of supervisors to govern similar elections by other members of the retirement system, including the character and amount of such other benefits.

(b) Any member of the department who shall become physically disabled by reason of any bodily injury received in the performance of his duty, may be retired upon a monthly pension, as defined in subdivision (a), of this section, payable throughout his life. In case his disability shall cease, his pension shall cease, and he shall be restored to the service in the rank he occupied at the time of his retirement.

(c) The family of any member of the department who may be killed or injured while in the performance of his duties, and who shall have died within three (3) years from the date of such injury as a result of such injury, shall receive the following benefits and the receipt by such member of a pension under this section during his lifetime shall not bar said family from such benefits:

First, should the decedent leave a widow to whom he was married prior to the date of the injury resulting in death, such widow shall, as long as she may live and remain unmarried, be paid a monthly pension equal to one-half of the salary attached to the rank held by the decedent at the time of his said injury; provided, however, that should said widow die, leaving a child or children under the age of sixteen years, said pension shall continue to such child or such children collectively until the youngest child arrives at the age of sixteen years.

Second, should the decedent leave no widow, but leave an orphan child or children under the age of sixteen years, such child or children collectively shall receive a monthly pension equal to one-half of the salary attached to the rank held by their father at the time of his said injury until the youngest attains the age of sixteen years.

Third, should the decedent leave no widow and no orphan child or children, but leave a parent or parents depending solely upon him for support, such parents, so depending, shall collectively receive a monthly pension equal to one-half of the salary attached

to the rank held by the decedent at the time of his said injury during such time as the retirement board may unanimously determine its necessity.

(d) A sum equal to the contributions, with interest, made by persons who become members of the retirement system under this section to any other pension fund shall be paid by the city and county to the retirement system. Each member of the department shall contribute two dollars (\$2) per month to the retirement system to be applied on the cost of the benefits at death and retirement provided under this section. Should a member be separated from city service through any cause other than death or retirement, then such contributions with interest shall be refunded to him under such conditions as may be fixed by the board of supervisors for the refund of contributions of other members of the retirement system.

(e) When any member of the department shall die from natural causes and before retirement, there shall be paid to his estate or beneficiary a death benefit, the amount of which and the conditions for the payment of which shall be determined in the manner prescribed by the board of supervisors for the death benefit of other members of the retirement system.

Upon the death of a member after retirement and regardless of the cause of death, a death benefit shall be paid to his estate or designated beneficiary, the amount of which and the conditions for payment of which shall be determined in the manner prescribed by the board of supervisors for the payment of a similar death benefit upon the death of other retired members.

(f) In addition to the other contributions required of the city and county under the retirement system, the city and county shall contribute to the retirement system during each fiscal year a sum which, together with the members' contributions provided for in subdivision (d) of this section, shall be equal to the liabilities accruing under the retirement system because of the service rendered during such year by persons becoming members on the 8th day of January, 1932, under this section. If, subsequent to such fiscal year, it shall be determined that such contributions by the city and county, together with the members' contributions, was not sufficient to meet such liability, then the city and county shall make such additional contributions as may be necessary to make up the deficit.

(g) No benefits shall be provided under the retirement system for, nor shall any contribution be required of, persons who become members of the retirement system under this section, in addition to the benefits specifically provided and contributions specifically required in such section.

That portion of any pension payable because of the death or retirement of any such persons which is provided by contributions of the city and county shall be reduced, in the manner fixed by the board of supervisors, by the amount of any benefits payable to or on account of such person, under the workmen's compensation insurance and safety law of the State of California.

(h) Persons who were members of the police department on the 8th day of January, 1932, shall have the option, to be exercised in writing on or before the 1st day of January, 1936, of becoming members of the retirement system under the provisions of section 168, which applies to persons who become members of the department after the 8th day of January, 1932. If such persons shall affirmatively exercise such option within the time specified, then on and after the first day of the month next following such affirmative action, referred to hereinafter in this subdivision (h) as "effective date," they shall not receive any benefit or make any contribution under this section; but on and after said effective date shall be members of the retirement system and shall receive benefits and make contributions on the same basis as persons who become members of the department after the 8th day of January, 1932, provided that a pension for each person affirmatively exercising such option shall be payable on account of service rendered to the city and county prior to said effective date, by such members' contributions made prior to such effective date, with interest, and by contributions of the city and county, which pension shall be the same percentage regardless of the age of retirement, of his final compensation, as defined by the board of supervisors, for each year of such service as the contributions of the member and the city and county are calculated to provide upon retirement at age sixty-two for each year of service rendered as a member of the retirement system. [Amended, 1935; 1964]

**Salary Base, for Retirement Purposes, of Former Rank
of Corporal of Police**

SECTION 166.1. For all purposes of the retirement system, and notwithstanding any other provisions of the charter, the monthly salary attached to the former rank of corporal, heretofore held by a member of the police department, shall henceforth be deemed to be an amount equal to the maximum monthly salary attached to the rank of police officer, plus three-fourths of the difference between such amount and the monthly salary attached to the rank of sergeant. [New section, 1948]

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**Present Retired Members and Present Beneficiaries,
Police Department**

SECTION 167. Any member of the police department who shall have been retired and shall be receiving a pension on the 8th day of January, 1932, and any widow, child, children or parents of a deceased member of the department who shall be receiving a pension on the 8th day of January, 1932, shall continue to receive such pension, subject to the provisions of section 166 governing the payment of pensions. Such pension shall be paid by the retirement system, but no other benefits shall be provided for such retired members, widows, children or parents, except that upon the death of any such member who is receiving a pension under this section and regardless of the cause of death, a death benefit shall be paid to his estate or designated beneficiary, the amount of which shall be determined in the manner prescribed by the board of supervisors. [Amended, 1964]

Reading § 163 in connection with §§ 163, 166, and this section, only police officers on active duty on January 8, 1932, would become members of the retirement system provided by the new charter, and previously retired officers would not. *Sunder v. Collins* (1933) 219 Cal. 430, 27 Pac. (2d) 382.

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Future Members of Police Department

SECTION 168. Persons who become members of the police department after the 8th day of January, 1932, shall become members of the retirement system subject only to the following provision in addition to the provisions contained in sections 168 to 164, both inclusive, of this charter: No such member of the retirement system shall be retired, except in case of disability incapacitating him for the performance of his duties, unless he shall have attained the age of sixty-two years, and completed twenty-five years of continuous service, except that retirement shall be compulsory at the age of seventy years. It may be provided, however, under such retirement system, that members may retire after thirty years of continuous service, the benefits of retirement in such cases to be determined, because of retirement at an age below sixty-two, in accordance with the tables recommended by the actuary and approved by said retirement board.

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Retirement Provisions—Police Department

SECTION 168.1. Members of the police department, as defined in section 168.1.1 who are members of the retirement system

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under sections 165, 166 or 168 of the charter on the first day of July, 1945 and persons who become members of said department after said date, shall be members of the retirement system under this section 168.1 on and after said date, and shall be subject to the following provisions of section 168.1, and sections 168.1.1, 168.1.2, 168.1.3, 168.1.4, 168.1.5, 168.1.6, 168.1.7, 168.1.8, 168.1.9, 168.1.10, 168.1.11, 168.1.12, 168.1.13 and 168.1.14 (which shall apply only to members under section 168.1 unless otherwise indicated) in addition to the provisions contained in sections 158 to 161, both inclusive, of this charter notwithstanding the provisions of any other section of the charter. Members of the said department who are members of the retirement system under section 166 of the charter on July 1, 1949, however, shall have the option to be exercised in writing on a form furnished by the retirement system and to be filed at the office of said system not later than ninety days after July 1, 1949, of being members of the system under section 166 instead of section 168.1, the election under said option to be effective on said date. In like manner, members of the said department who are members of the retirement system under sections 165 or 168 of the charter shall have the option, to be exercised in writing on a form furnished by the retirement system, and to be filed at the office of said system not later than ninety days after July 1, 1949, of being members of the system under sections 165 or 168, respectively, instead of section 168.1, the election to be effective on said date, provided, that members who are absent by reason of service in the armed forces of the United States or by reason of any other service included in section 161 of the charter, on the effective date of the amendment shall have the same option of electing to be members under sections 165, 166, or 168, as the case may be, instead of section 168.1, until ninety days after their return to service in the police department.

On and after July 1, 1949 the persons who affirmatively exercise said option, shall continue to be members of the system under sections 165, 166, or 168, respectively, and shall not be subject to any of the provisions of section 168.1. [New section, 1945; amended, 1949]

SECTION 168.1.1. The following words and phrases are used in this section, unless a different meaning is plainly required by the context shall have the following meaning:

"Retirement allowance," "death allowance," or "allowance" shall mean equal monthly payments, beginning to accrue upon the date of retirement, or upon the day following the date of death, as the case may be, and continuing for life unless a different term of payment is definitely provided by the context.

"Compensation," as distinguished from benefits under the Workmen's Compensation Insurance and Safety Act of the State of California, shall mean the remuneration payable in cash, by the city and county, without deduction except for absence from duty, for time during which the individual receiving such remuneration is a member of the police department, but excluding remuneration paid for overtime.

"Compensation earnable" shall mean the compensation which would have been earned had the member received compensation without interruption throughout the period under consideration and at the rates of remuneration attached at that time to the ranks or positions held by him during such period, it being assumed that during any absence he was in the rank or position held by him at the beginning of the absence, and that prior to becoming a member of the police department, he was in the rank or position first held by him in such department.

"Benefit" shall include "allowance," "retirement allowance," "death allowance" and "death benefit."

"Final compensation" shall mean the monthly compensation earnable by a member at the time of his retirement, or death before retirement, as the case may be, at the rate of remuneration attached at that time to the rank or position which said member held, provided that said member has held said rank or position for at least one year immediately prior to said retirement or death; and provided, further, that if said member has not held

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said rank or position for at least one year immediately prior to said retirement or death, "final compensation," as to such member, shall mean the monthly compensation earnable by such member in the rank or position next lower to the rank or position which he held at the time of retirement or death at the rate of remuneration attached at the time of said retirement or death to said next lower rank or position.

For the purpose of the retirement system and of this section, the terms "member of the police department," "member of the department" or "member" shall mean any officer or employee of the police department whose employment therein began prior to January 1, 1900, or whose employment therein began or shall begin after that date, and was or shall be subject to the charter provisions governing entrance requirements for members of the uniformed force of said department, and said terms further shall mean, from the effective date of their employment in said department, persons employed on the effective date hercof, regardless of age, or employed after said date at an age not greater than the maximum age then prescribed for entrance into employment in said uniformed force, to perform the duties now performed under the titles of criminologist, photographer, police patrol driver, police motor boat operator, woman protective officer, police woman or jail matron. Any police service performed by such member of the police department outside the limits of the city and county and under orders of a superior officer of any such member, shall be considered as city and county service, and any disability or death incurred therein shall be covered under the provisions of the retirement system.

"Retirement system" or "system" shall mean San Francisco City and County Employees Retirement System as created in section 158 of the charter.

"Retirement board" shall mean "retirement board" as created in section 159 of the charter.

"Charter" shall mean the charter of the City and County of San Francisco.

Words used in the masculine gender shall include the feminine and neuter genders, and singular numbers shall include the plural and the plural the singular.

"Interest" shall mean interest at the rate adopted by the retirement board. [New section, 1949; amended, 1968]

SECTION 168.1.2. Any member of the police department who completes at least twenty-five years of service in the aggregate and attains the age of fifty (50) years, said service to be computed under section 168.1.9, may retire for service at his option. Members shall be retired on the first day of the month next following the attainment by them of the age of sixty-five years. A member retired after meeting the service and age requirements in the two sentences next preceding, shall receive a retirement allowance equal to fifty-five per cent of the final compensation of said member, as defined in section 168.1.1, plus an allowance at the rate of three per cent of said final compensation, for each year of service rendered after qualifying as to age and service for retirement; provided, however, that such retirement allowance shall not exceed seventy per cent of said member's final compensation. A member retired after attaining the age of sixty-five years, but before completing twenty-five years of service in the aggregate computed under section 168.1.9, shall receive a retirement allowance which bears the same ratio to fifty per cent of the final compensation of said member, as defined in section 168.1.1 as the service with which he is entitled to be credited, bears to twenty-five years. If, at the date of retirement for service, or retirement for disability resulting from an injury received in performance of duty, said member has no wife, children or dependent parents, who would qualify for the continuance of the allowance after the death of said member, or with respect to the portion of the allowance which would not be continued regardless of dependents, or upon retirement for disability resulting from other causes, with respect to all of the allowance and regardless of dependents at retirement, a member retired under this section, or section 168.1.3, may elect before the first payment of the retirement allowance is made, to receive the actuarial equivalent of his allowance or the portion which would not be continued regardless of dependents, as the case may be, partly in a lesser allowance to be received by him throughout his life, and partly in other benefits payable after his death to another person or persons, provided that such election shall be subject to all the conditions prescribed by the board of supervisors to govern similar election by other members of the

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(a) retirement system, including the character and amount of such other benefits. [New section, 1949; amended, 1952; 1968]

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SECTION 168.1.3. Any member of the police department who becomes incapacitated for the performance of his duty by reason of bodily injury received in, or illness caused by performance of his duty, shall be retired. If he is not qualified for service retirement, he shall receive a retirement allowance in an amount which shall be equal to the same percentage of the final compensation of said member, as defined in section 168.1.1, as his percentage of disability is determined to be. The percentage of disability shall be as determined by the Workmen's Compensation Appeals Board of the State of California upon referral from the retirement board for that purpose; provided that the retirement board may, by five (5) affirmative votes, adjust the percentage of disability as determined by said Appeals Board; and provided, further, that such retirement allowance shall be in an amount not less than fifty per cent nor more than ninety per cent of the final compensation of said member, as defined in section 168.1.1. Said allowance shall be paid to him until the date upon which said member would have qualified for service retirement had he lived and rendered service without interruption in the rank held by him at retirement, and after said date the allowance payable shall be equal to the retirement allowance said member would have received if retired for service on said date, based on the final compensation as defined in Section 168.1.1. he would have received immediately prior to said date had he lived and rendered service as assumed, but such allowance shall not be less than fifty-five per cent of such final compensation. If at the time of retirement because of disability, he is qualified as to age and service for retirement under section 168.1.2, he shall receive an allowance equal to the retirement allowance which he would receive if retired under section 168.1.2, but not less than fifty-five per cent of said final compensation. Any member of the police department who becomes incapacitated for the performance of his duty, by reason of a cause not included under the provisions of the immediately preceding sentences, and who shall have completed at least ten years of service in the aggregate, computed as provided in section 168.1.9, shall be retired upon an allowance of one and one-half

per cent of the final compensation of said member, as defined in section 168.1.1, for each year of service; provided that said allowance shall not be less than thirty-three and one-third per cent of said final compensation. The question of retiring a member under this section may be brought before the retirement board on said board's own motion, by recommendation of the police commission, or by said member or his guardian. If his disability shall cease, his retirement allowance shall cease, and he shall be restored to the service in the rank he occupied at the time of his retirement. [New section, 1949; amended, 1968]

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SECTION 168.1.4. If a member of the police department shall die before or after retirement by reason of an injury received in, or illness caused by the performance of his duty, a death allowance, in lieu of any allowance payable under any other section of the charter or by ordinance, on account of death resulting from injury received in or illness caused by the performance of duty, shall be paid, beginning on the date next following the date of death, to his surviving wife, throughout her life or until her remarriage. If the member, at the time of death, was qualified for service retirement, but had not retired, the allowance payable shall be equal to the retirement allowance which the member would have received if he had been retired for service on the day of death, but such allowance shall not be less than fifty-five per cent of the final compensation earnable by said member immediately preceding death. If death occurs prior to qualification for service retirement the allowance payable shall be equal to the final compensation of said member at the date of death, until the date upon which said member would have qualified for service retirement, had he lived and rendered service without interruption in the rank held by him at death, and after said date the allowance payable shall be equal to the retirement allowance said member would have received if retired for service on said date, based on the final compensation he would have received immediately prior to said date, had he lived and rendered service as assumed, but such allowance shall not be less than fifty-five per cent of such final compensation. If he had retired prior to death for service or for disability resulting from injury received in, or illness caused by the performance of duty, the allowance payable

8.542 shall be equal to the retirement allowance of the member, except that if he was a member under section 168.1 and retirement was for such disability, and if death occurred prior to qualification for the service retirement allowance, the allowance continued shall be reduced upon the date at which said member would have qualified for service retirement, in the same manner as it would have been reduced had the member not died. If there be no surviving wife entitled to an allowance hereunder, or if she die or remarry before every child of such deceased member attains the age of eighteen years, then the allowance which the surviving wife would have received had she lived and not remarried shall be paid to his child or children under said age, collectively, to continue until every such child dies or attains said age, provided that no child shall receive any allowance after marrying or attaining the age of eighteen years. Should said member leave no surviving wife and no children under the age of eighteen years, but leave a parent or parents dependent upon him for support, the parents so dependent shall collectively receive a monthly allowance equal to that which a surviving widow otherwise would have received, during such dependency. No allowance, however, shall be paid under this section to a surviving wife following the death of a member unless she was married to the member prior to the date of the injury or onset of the illness which results in death. [New section, 1949; amended, 1968]

8.543 SECTION 168.1.5. Upon the death of a member resulting from any cause, other than injury received in or illness caused by performance of duty, (a) if his death occurred after qualification for service retirement under sections 166, 168 or 168.1.2, or after retirement for service or because of disability which resulted from any cause other than an injury received in, or illness caused by the performance of duty, three-fourths of his retirement allowance to which he would have been entitled if he had retired for service at the time of his death or three-fourths of his retirement allowance as it was at his death, as the case may be, shall be continued throughout life or until remarriage, to his surviving wife or (b) if his death occurred after retirement because of disability which resulted from injury received in, or illness caused by the performance of duty, his retirement allowance as

it was at his death shall be continued throughout life or until remarriage, to his surviving wife, except that, if death occurred prior to qualification for service retirement allowance, the allowance continued shall be adjusted upon the date at which said member would have qualified for service retirement, in the same manner as it would have been adjusted had the member not died. If there be no surviving wife entitled to an allowance hereunder, or if she die or remarry before every child of such deceased member attains the age of eighteen years, then the allowance which the surviving wife would have received had she lived and not remarried shall be paid to his child or children under said age, collectively, to continue until every such child dies or attains said age, provided that no child shall receive any allowance after marrying or attaining the age of eighteen years. Should said member leave no surviving wife and no children under the age of eighteen years, but leave a parent or parents dependent upon him for support, the parents so dependent shall collectively receive a monthly allowance equal to that which a surviving wife otherwise would have received, during such dependency. No allowance, however, shall be paid under this section to a surviving wife unless she was married to the member prior to the date of the injury or the onset of the illness which results in death, if he had not retired, or unless she was married to the member at least one year prior to his retirement.

As used in this section and section 168.1.4, "surviving wife" shall mean and include a surviving spouse, and shall also mean and include a spouse who has remarried since the death of the member but whose remarriage has been terminated by death, divorce or annulment within five years after the date of such remarriage and who has not thereafter again remarried.

The surviving wife, in the event of death of the member after qualification for but before service retirement, may elect before the first payment of the allowance, to receive the benefit provided in section 168.1.7 in lieu of the allowance which otherwise would be continued to her under this section. If there be no surviving wife, the guardian of the child or children under age of eighteen may make such election, and if there be no such children, the dependent parent or parents may make such election. ~~Persons~~

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heretofore or hereafter retired under other charter sections, as members of the police department at the time of retirement, shall be subject to the provisions of this section. With respect to members under section 168.1 "Qualified for service retirement," "Qualification for service retirement" or "Qualified as to age and service for retirement," as used in this section and other sections to which persons who are members under section 168.1 are subject, shall mean completion of twenty-five years of service and attainment of age fifty, said service to be computed under section 168.1.9. [New section, 1949; amended, 1952; 1968]

SECTION 168.1.5.1. Every allowance based on the average monthly compensation earned by the member during the three or ten years prior to retirement or death, and payable for time commencing on the effective date of termination, to or on account of persons who were retired or who died prior to January 1, 1951, as members of the police department, shall be adjusted to the amount it would be if it had been based on the monthly compensation fixed in section 35.5 of the charter as of July 1, 1951, for the rank of police officer in the respective years of service, regardless of the rank or position the member held in the department prior to his retirement, or death before retirement. Every service retirement allowance under section 168, which is included in the sentence next preceding, shall be adjusted to what it would have been, if prior to optional modification, the allowance had been fifty per cent of said monthly compensation. Allowances payable under sections 168.1.3, 168.1.4, or 168.3 to or on account of persons who were retired for disability or died prior to January 1, 1951, on and after the date such persons would have qualified for service retirement, shall be calculated as provided in said sections 168.1.3; 168.1.4; or 168.3, respectively. The provisions of section 168.1.5 with respect to continuance of one-half of retirement allowance upon deaths after retirement, shall be applied from the effective date of this section as if they were effective on November 2, 1948. This section does not authorize any decrease in any allowance from the amount being paid at said effective date, nor does this section give any retired member, or any beneficiary of such member, or his successors in interest, any claim against the city and county for any increase in any allowance paid or payable for the time prior to its effective date. Adjustment in reserves under allowances which are changed according to this section, shall be made on the basis of current interest rate and mortality tables.

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The increase in the retirement allowance shall be apportioned according to service rendered by the member in the same manner that the allowance prior to increase was apportioned. Contributions to the retirement system, necessary for the payment of the increase of the portion of the retirement allowances which is paid from reserves held by the retirement system, shall be provided from the reserves held by the retirement system on account or members under section 168.1, the necessary amount

being transferred upon said effective date, from said reserves to the reserves held by the retirement system to meet the obligations on account of benefits that have been granted and on account of prior service of members. The contribution being required of the city and county currently, as a percentage of salaries of persons who are members under section 168.1, shall be increased to a percentage determined by the actuary as necessary to replace the reserves so transferred. Contributions to the retirement system necessary for the payment of said increases with reference to current and prior service portions of the allowances which are not paid from reserves held by the retirement system, shall be paid to the system by the city and county by annual appropriations, provided that such appropriation for any year shall not be less than the amount disbursed during that year on account of said increases. [New section, 1952]

SECTION 168.1.5.2 Every retirement or death allowance payable for time commencing on the effective date of this section, hereby designated as the first day of the month next following its ratification by the legislature, to or on account of any person who died or was retired prior to November 8, 1955, as a member of the police department, unless such person was retired or died as a member of the retirement system or the former police relief and pension fund, under any section of the charter, other than section 168, or 168.1, is hereby increased by the amount of \$25.00 per month; provided, however, that such increased retirement allowance or death allowance shall not exceed 50% of the compensation as of July 1, 1954, attached to the rank of police officer in the fourth year of service as set forth under section 35.5 of the charter, regardless of the rank or position the member held in the department prior to his retirement or death before retirement.

Such increase shall not be modified under, nor subject to, option 2 or 3 provided by ordinance. Allowances payable under section 168.1.3, 168.1.4, or 168.3, to or on account of persons who were retired for disability or died prior to November 8, 1955, on and after the date such persons would have qualified for service retirement, shall be calculated as provided in said sections 168.1.3, 168.1.4, or 168.3, respectively.

This section does not authorize any decrease in any allowance from the amount being paid at said effective date, nor does this

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section give any member who retired, or the beneficiary of any member who died prior to the effective date hereof, or his successors in interest, any claim against the city and county for any increase in retirement allowance paid or payable for time prior to said effective date.

The increase in allowance shall be apportioned between service rendered prior to the entry of the member into the retirement system under section 168 or 168.1, and service rendered as such a member, in the same proportion that such prior and current service respectively bears to the total service credited at retirement. Contributions to the retirement system necessary for the increases in the allowances provided in this section, shall be provided, with respect to the portion of the benefit based on service rendered as members under section 168 and 168.1 from the reserves held by the retirement system on account of members of the retirement system under section 168.1, the necessary amount being transferred upon said effective date, from said reserves to the reserves held by the retirement system to meet the obligations on account of allowances which are increased by this section 168.1.5.2. The contribution being required of the city and county currently, as percentages of salaries of persons who are members under section 168.1, shall be increased to percentages determined by the actuary as necessary to replace the reserves so transferred. Contributions to the retirement system necessary for the payment of said increases with reference to service, not rendered as members under section 168 or 168.1, shall be paid to the system by the city and county by annual appropriations, provided that such appropriation for any year shall not be less than the amount disbursed during that year on account of said increases. [New section, 1956]

SECTION 168.1.6. That portion of any allowance payable because of the death or retirement of any member of said department, which is provided by contributions of the city and county, shall be reduced in the manner fixed by the board of supervisors, by the amount of any benefits, other than medical benefits, payable to or on account of such person, under the Workmen's Compensation Insurance and Safety Law of the State of California and because of the injury or illness resulting in said death or retirement. Such portion which is paid because of death or retire-

ment which resulted from injury received in or illness caused by performance of duty, shall be considered as in lieu of any benefits, other than medical benefits, payable to or on account of such persons under the said law of the State of California, and shall be in satisfaction and discharge of the obligation of the city and county to pay such benefits. [New section, 1949]

SECTION 168.1.7. If a member of the police department shall die, before retirement, from causes other than an injury received in, or illness caused by the performance of duty, or regardless of cause, if no allowance shall be payable under section 168.1.4 or 168.1.5 preceding, a death benefit shall be paid to his estate or designated beneficiary, the amount of which and the conditions for the payment of which shall be determined in the manner prescribed by the board of supervisors for the death benefit of other members of the retirement system. Upon the death of a member after retirement and regardless of the cause of death, a death benefit shall be paid to his estate or designated beneficiary, the amount of which and the conditions for payment of which shall be determined in the manner prescribed by the board of supervisors for the payment of a similar benefit upon the death of other retired members. [New section, 1949; amended, 1952; 1964]

SECTION 168.1.8. Should any member of the department cease to be employed as such a member, through any cause other than death or retirement or transfer to another office or department, all of his contributions, with interest credited thereon, shall be refunded to him subject to the conditions prescribed by the board of supervisors to govern similar terminations of employment of other members of the retirement system. If he shall again become a member of the department, he shall redeposit in the retirement fund the amount refunded to him. Contributions with interest, which are credited because of service rendered in any other office or department and which will not be counted under section 168.1.9, to any person who becomes a member of the retirement system under this section, shall be refunded to him forthwith. Should a member of the police department become an employee of any other office or department, his accumulated contribution account

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8.546 shall be adjusted by payments to or from him as the case may be, to make the accumulated contributions credited to him at the time of change, equal to the amount which would have been credited to him if he had been employed in said other office or department at the rate of compensation received by him in the police department, and he shall receive credit for service for which said contributions were made, according to the charter section under which his membership in the retirement system continues. [New section, 1949]

SECTION 168.1.9. The following time shall be included in the computation of the service to be credited to the member for the purposes of determining whether such member qualifies for retirement, and calculating benefits, excluding, however, any time the contributions for which were withdrawn by said member upon termination of his service while he was a member under any other charter section, and not redeposited upon re-entry into service:

8.547 (1) Time during and for which said member is entitled to receive compensation because of services as a member of the fire or police department.

(2) Time during which said member served and received compensation as a jail matron in the office of the sheriff.

(3) Time during which said member is entitled to receive compensation while a member of the retirement system, because of service rendered in other offices and departments before July 1, 1949, provided that accumulated contributions on account of such service, previously refunded, are redeposited, with interest from date of refund to date of redeposit, at times and in the manner fixed by the retirement board; and solely for the purpose of determining qualification for retirement under section 168.1.3 for disability not resulting from injury received in, or illness caused by performance of duty, time during which said member serves, after June 30, 1949, and receives compensation because of services rendered in other offices and departments.

(4) Time during which said member is absent from a status included in paragraphs (1), (2) or (3) next preceding, by reason of service in the armed forces of the United States of America, or by reason of any other service included in section 161 of the charter, during any war in which the United States was or shall be engaged or during other national emergency, and for which said member contributed or contributes to the retirement system or for which the city and county contributed or contributes on his account. [New section, 1949]

SECTION 168.1.10. All payments provided for persons who are members under section 168.1 shall be made from funds derived from the following sources, plus interest earned on said funds:

(1) The normal rate of contribution of each member shall be based on his age taken to the next lower complete quarter year, ~~(a) at the date he became a member under sections 168.1.1-168.1.9, in the case of persons who are members under these sections, or (b) at July 1, 1945, in the case of persons who are members under section 166, and his age taken to the next lower completed quarter year, when he entered the police department, or (c) on his age at the date he becomes a member under section 168.1, in the case of persons who become members on or after July 1, 1945,~~ without credit for services counted under section 168.1.9. The age of entrance into the police department shall be determined by deducting the member's service credited under section 168.1.9 as rendered prior to the date upon which his age is based for determination of the rate of contribution according to the sentence next preceding, from said age. The normal rate of contribution of each member, to be effective from the effective date of membership under section 168.1, shall be such as, on the average for such member, will provide, assuming service without interruption, under section 168.1.2, one-third of that portion of the service retirement allowance to which he would be entitled, without continuance to dependents, upon first qualifying as to age and service, for retirement under that section, without discount of allowance, which is based on service rendered after the date upon which his age is based for determination of his rate of contribution according to the first sentence in this paragraph, and assuming the contribution to be made from that date. The normal rate of contribution, however, shall not exceed six per cent.

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(2) The dependent rate of contribution of each member which shall be required of each member throughout his membership in addition to the normal contributions, and in the same manner as normal contributions, shall be such as, on the average for such member, will provide, assuming service without interruption under section 168.1.2, and upon his first qualifying as to age and service for retirement under that section, one-third of the portion of his allowance, which is to be continued under section 168.1.5, after his death and throughout the life of a surviving wife whose age at said death is three years less than the age of said member. If, at the date of retirement for service or retirement for disability resulting from injury received in performance of duty, said member has no wife who would qualify for the continuance of the allowance to her after the death of said member, or upon retirement from disability resulting from other causes, regardless of his marital condition, the dependent contributions with accumulated interest thereon, shall be paid to him forthwith. The dependent rate of contribution, however, shall not exceed the difference between six per cent and the member's normal rate of contribution, and said dependent rate may be taken as a flat percentage of the member's normal rate, regardless of the age of qualification for service retirement.

(3) There shall be deducted from each payment of compensation made to a member under section 168.1, a sum determined by applying the member's rates of contribution to such compensation payment. The sum so deducted shall be paid forthwith to the retirement system. Said contribution shall be credited to the individual account of the member from whose salary it was deducted, and the total of said contributions, together with interest credited thereon in the same manner as is prescribed by the board of supervisors for crediting interest to contributions of other members of the retirement system, shall be applied to provide part of the retirement allowance granted to, or allowance granted on account of said member, under this section or shall be paid to said member or his estate or beneficiary as provided in sections 168.1.7, 168.1.8, and 168.1.9.

(4) Contributions based on time included in paragraphs (1), (2), (3) and (4) of section 168.1.9, and deducted prior to July 1, 1945, from compensation of persons who become members under

section 168.1, and standing with interest thereon, to the credit of such members on the records of the retirement system on said date, shall continue to be credited to the individual accounts of said members and shall be combined with and administered in the same manner as the contributions deducted after said date.

(5) The total contributions, with interest thereon, made by or charged against the city and county and standing to its credit, in the accounts of the retirement system, on account of persons who become members under this section, shall be applied to provide the benefits under this section.

(6) The city and county shall contribute to the retirement system such amounts as may be necessary, when added to the contributions referred to in the preceding paragraphs of this section 168.1.10, to provide the benefits payable under this section. Such contributions of the city and county to provide the portion of the benefits hereunder which shall be based on service rendered by each member prior to the date upon which his age is based for determination of his rate of contribution in paragraph (1), section 168.1.10, shall not be less during any fiscal year than the amount of such benefits paid during said year. Such contributions of the city and county to provide the portion of the benefits hereunder which shall be based on service rendered by respective members on and after the date stated in the next preceding sentence, shall be made in annual installments, and the installment to be paid in any year shall be determined by the application of a percentage to the total compensation paid during said year, to persons who are members under section 168.1, said percentage to be the ratio of the value on July 1, 1945, or at the later date of a periodical actuarial valuation and investigation into the experience under the system, of the benefits thereafter to be paid under this section, from contributions of the city and county, less the amount of such contributions, and plus the accumulated interest thereon, then held by said system to provide said benefits on account of service rendered by respective members after the date stated in the sentence next preceding, to the value at said respective dates of salaries thereafter payable to said members. Said values shall be determined by the actuary, who shall take into account the interest which shall be earned on said contributions, the compensation experience of members, and the probabilities of separation by all causes, of

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members from service before retirement and of death after retirement. Said percentage shall be changed only on the basis of said periodical actuarial valuation and investigation into the experience under the system. Said actuarial valuation shall be made every even-numbered year and said investigation into the experience under the system shall be made every odd-numbered year.

(7) To promote the stability of the retirement system through a joint participation in the result of variations in the experience under mortality, investment and other contingencies, the contributions of both members and the city and county held by the system to provide the benefits under this section, shall be a part of the fund in which all other assets of said system are included. Nothing in this section shall affect the obligation of the city and county to pay to the retirement system any amounts which may or shall become due under the provisions of the charter prior to the effective date hereof, and which are represented on said effective date, in the accounts of said system by debits against the city and county. [New section, 1949; amended, 1968; 1969]

SECTION 168.1.11. Upon the completion of the years of service set forth in section 168.1.2 as requisite to retirement, a member shall be entitled to retire at any time thereafter in accordance with the provisions of said section 168.1.2, and nothing shall deprive said member of said right. [New section, 1949]

SECTION 168.1.12. No person retired as a member under section 168.1 after June 30, 1945, for service or disability and entitled to receive a retirement allowance under the retirement system shall serve in any elective or appointive position in the city and county service, including membership on boards and commissions, nor shall such person receive any payment for service rendered to the city and county after retirement, provided that service as an election officer or juror shall not be affected by this section. [New section, 1949; amended, 1949; 1968]

SECTION 168.1.13. Any section or part of any section in this charter, insofar as it should conflict with these sections 168.1, 168.1.1, 168.1.2, 168.1.3, 168.1.4, 168.1.5, 168.1.6, 168.1.7, 168.1.8, 168.1.9, 168.1.10, 168.1.11, 168.1.12, 168.1.13 or 168.1.14, or with any part thereof, shall be superseded by the contents of said sections. In the event that any word, phrase, clause or section of

these sections shall be adjudged unconstitutional, the remainder thereof shall remain in full force and effect. [New section, 1949]

SECTION 168.1.14. The amendment of section 168.1 and sections 168.1.1, 168.1.2, 168.1.3, 168.1.4, 168.1.5, 168.1.6, 168.1.7, 168.1.8, 168.1.9, 168.1.10, 168.1.11, 168.1.12, 168.1.13, and 168.1.14, contained in the proposition therefor submitted to the electorate on November 2, 1948, and shall take effect on the first day of July, 1949. [New section, 1949]

SECTION 168.1.15. No section for this number.

SECTION 168.1.16. Added new section 168.1.5.1, and amended sections 168.1.2, 168.1.5 and 168.1.7, contained in the propositions therefor submitted to the electorate on November 6, 1951, shall take effect on the first day of the month next following their ratification by the State Legislature. [New section, 1952]

SECTION 168.1.17. Any section or part of any section in this charter, insofar as it should conflict with new section 168.1.5.1, or amended sections 168.1.2, 168.1.5, and 168.1.7, or with any part thereof, shall be superseded by the contents of said sections. In the event that any word, phrase, clause, or section of these sections, shall be adjudged unconstitutional, the remainder thereof shall remain in full force and effect. [New section, 1952]

SECTION 168.1.18. Amended sections 168.1.1, 168.1.2, 168.1.3, 168.1.4, 168.1.5, 168.1.10 and 168.1.12 contained in the proposition therefor submitted to the electorate on June 4, 1968, shall take effect on the first day of the month following their ratification by the State Legislature.

The amendments of sections 168.1.1, 168.1.2, 168.1.3, 168.1.4, 168.1.5, 168.1.10 and 168.1.12 do not and shall not increase any allowance first in effect prior to the effective date of said amendments. [New section, 1949; amended, 1968]

SECTION 168.2. No section for this number.

Pension Provisions — Dependents of Members of Fire and Police Departments Killed in Line of Duty

SECTION 168.3. If a member of the fire or police departments, as defined in the charter for the purposes of the retirement system, or a member of the salvage corps in the fire department, or any person employed by the city and county to perform duties now performed under the titles of pilot of fireboats, marine engi-

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neer of fireboats, or marine fireman of fireboats, all of whom are hereinafter designated as members, shall die before or after retirement as a result of an injury received in, or illness caused by the performance of his duty, a monthly allowance, in lieu of any allowance payable under any other section of the charter or by ordinance, shall be paid, beginning on the date next following the date of death, to his surviving wife throughout her life or until her remarriage. If the member, at the time of death, was qualified for service retirement, but had not retired, the allowance payable shall be equal to the retirement allowance which the member would have received if he had been retired for service on the day of death, but such allowance shall not be less than one-half of the average monthly compensation earnable by said member during the three years immediately preceding death, and if he had retired prior to death, the allowance payable shall be equal to the retirement allowance of the member. If death occurs prior to qualification for service retirement, the allowance payable shall be equal to the compensation of said member at the date of death, until the date upon which said member would have qualified for service retirement, had he lived and rendered service without interruption in the rank held by him at death, and after said date the allowance payable shall be equal to the retirement allowance said member would have received if retired for service on said date, based on the average monthly compensation he would have received during the three years immediately prior to said date, had he lived and rendered service as assumed, but such allowance shall not be less than one-half of such average monthly compensation. If there be no surviving wife entitled to an allowance hereunder, or if she die or remarry before every child of such deceased member attains the age of eighteen years, then the allowance which the surviving wife would have received had she lived and not remarried shall be paid to his child or children under said age, collectively, to continue until every such child dies or attains

said age, provided that no child shall receive any allowance after marrying or attaining the age of eighteen years. Should said member leave no surviving wife and no children under the age of eighteen years, but leave a parent or parents dependent upon him for support, the parents so dependent shall collectively receive a monthly allowance equal to that which a surviving widow otherwise would have received, during such dependency. No allowance, however, shall be paid under this subsection to a surviving wife following the death of a member unless she was married to the member prior to the date of the injury or onset of the illness which results in death.

Benefits provided under this section shall be in lieu of all benefits payable under other sections of the charter upon death of such member resulting from an injury received in, or illness caused by the performance of duty, except the five hundred dollar benefit payable upon death after retirement.

Contributions to provide the allowance under this section shall be made to the San Francisco City and County Employees' Retirement System by the city and county. The amount of the contribution shall be determined and payment to the system shall be made in the same manner as contributions are determined and paid which are required for other benefits provided under the retirement system for the respective groups of members who are included under this section.

Notwithstanding any other provisions of this charter, any member of the salvage corps in the fire department, or any person employed by the city and county to perform duties now performed under the titles of pilot of fire boats, marine engineer of fire boats, or marine firemen of fire boats, who becomes incapacitated for performance of his duty by reason of any bodily injury received in or illness caused by the performance of his duty, shall receive the same benefits as members of the fire department who are members of the retirement system under section 171 of the charter. [New section, 1947.]

Present Members of Fire Department

SECTION 169. Persons who are members of the fire department on the 8th day of January, 1932, shall become members of the retirement system on that date, subject only to the following provisions, in addition to the provisions contained in sections 158 to 163, both inclusive, of this charter:

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(a) Any member of the fire department who shall have completed twenty-five years of continuous service as a member of the fire department next preceding the date of his retirement, or any member of the fire department who shall have reached the age of fifty-five years and shall have completed twenty years of continuous service as a member of the fire department next preceding the date of his retirement, may retire from service at his option. Any member of the fire department who shall become physically disabled by reason of any bodily injury received in the performance of his duty may be retired from service on satisfactory proof thereof. The retirement board, by unanimous vote, may retire from service any aged, disabled or infirm member of the fire department who has arrived at the age of sixty years and who has completed twenty years of continuous service as a member of the department next preceding such age, who may be ascertained to be, by reason of such age, infirmity or other disability, unfit for the performance of his duties. Such retired member shall receive a monthly pension, payable throughout his life, equal to one-half the amount of the salary attached to the rank held by him three years prior to the date of his retirement hereinafter referred to as "pension" in this and the following sections; provided that where such retirement is based on disability alone, in case the disability of such member shall cease, his pension shall cease, and he shall be restored to service in the rank he occupied at the time of his retirement. Should any said retired member die leaving a widow, who shall have been married to the decedent at least one year prior to the date of his retirement, such widow shall, as long as she may live and remain unmarried, be paid said pension; provided, further, that should said widow die leaving a child or children under the age of sixteen years, said pension shall continue to be paid such child or such children collectively until the youngest child arrives at the age of sixteen years; and provided, further, that should said retired member die leaving no widow but leaving an orphan child or children under the age of sixteen years, such child or children collectively shall receive said pension until the youngest child attains the age of sixteen years.

(b) The family of any member of the fire department who shall die as a result of any injury received during the performance of his duty, or from sickness clearly, unmistakably and directly caused by and resulting from the discharge of such duty,

or while eligible to a pension on account of years of service in the department, or who has served twenty consecutive years in the department and attained the age of fifty-five years, shall receive the following benefits:

First, should the decedent leave a widow to whom he was married prior to the date of the injury resulting in death, his widow shall, as long as she may live and remain unmarried, be paid a monthly pension equal to one-half of the salary attached to the rank held by the decedent at the time of his said injury, provided, however, that should said widow die, leaving a child or children under the age of sixteen years, said pension shall continue to such child or children collectively until the youngest child arrives at the age of sixteen years.

Second, should the decedent leave no widow, but leave an orphan child or children under the age of sixteen years, such child or such children collectively shall receive said pension until the youngest child attains the age of sixteen years.

Third, should the decedent leave no widow and no orphan child or children, but leave a parent or parents dependent solely upon him for support, such parents so depending shall collectively receive said pension during such time as the retirement board may unanimously determine its necessity.

(c) When any member of the department shall die from natural causes and before retirement, and when no pension is payable to his widow or children, there shall be paid to his estate or beneficiary a death benefit, the amount of which and the conditions for the payment of which shall be determined in the manner prescribed by the board of supervisors for the death benefit of other members of the retirement system.

Upon the death of a member after retirement and regardless of the cause of death, a death benefit shall be paid to his estate or designated beneficiary, the amount of which and the conditions for payment of which shall be determined in the manner prescribed by the board of supervisors for the payment of a similar death benefit upon the death of other retired members.

(d) In addition to the other contributions required of the city and county under the retirement system, the city and county shall contribute to the retirement system during each fiscal year a sum which shall be equal to the liabilities accruing under the retirement system because of service rendered during such year

by persons becoming members on the 8th day of January, 1932, under this section. If, subsequent to such fiscal year, it shall be determined that such contribution by the city and county was not sufficient to meet such liability, then the city and county shall make such additional contribution as may be necessary to make up the deficit.

(e) No benefits shall be provided under the retirement system for, nor shall any contributions be required of, persons who become members of the retirement system under this section, in addition to the benefits specifically provided and contributions specifically required in such section. Any pension payable because of the death or retirement of any such persons shall be reduced in the manner fixed by the board of supervisors, by the amount of any benefits payable to or on account of such person, under the workmen's compensation insurance and safety law of the State of California.

(f) Persons who are members of the fire department on the 8th day of January, 1932, shall have the option, to be exercised in writing on or before the 1st day of July, 1932, of becoming members of the retirement system under the provisions of section 171, which applies to persons who become members of the department after the 8th day of January, 1932. If such persons shall affirmatively exercise such option within the time specified, then they shall not receive any benefit under this section, but shall become members of the retirement system and shall receive benefits and make contributions on the same basis as persons who become members of the department after the 8th day of January, 1932, provided that a pension for each person affirmatively exercising such option shall be payable on account of service rendered to the city and county prior to the 8th day of January, 1932, by contributions of the city and county, which pension shall be the same percentage, regardless of the age of retirement, of his final compensation, as defined by the board of supervisors, for each year of service, as the contributions of the member and the city and county are calculated to provide upon retirement at age fifty-five for each year of service rendered as a member of the retirement system. [Amended, 1964]

**Present Retired Members and Present Beneficiaries,
Fire Department**

SECTION 170. Any member of the fire department who shall have been retired on or after January 21, 1925, or prior to January 1, 1900, and shall be receiving a pension on the 8th day of January, 1932, and any widow, child, children or parents of a deceased member of the department who shall be receiving a pension on the 8th day of January, 1932, shall continue to receive such pension subject to the provisions of section 169 governing the payment of pensions to retired members, widows, children and parents. Any member of the fire department who shall have been retired on or after the 1st day of January, 1900, and prior to the 21st day of January, 1925, and shall be receiving a pension on the 8th day of January, 1932, shall continue to receive such pension throughout his life, subject to the provisions of section 169 governing the payment of pensions granted because of disability incurred in the performance of duty, including the payment of such pension to widows, children and parents of deceased members who had been retired because of such disability. Such pensions shall be paid by the retirement system, but no other benefits shall be provided for such retired members, widows, children or parents; except that upon the death of any such member who is receiving a pension under this section and regardless of the cause of death, a death benefit shall be paid to his estate or designated beneficiary, the amount of which shall be determined in the manner prescribed by the board of supervisors. [Amended, 1964]

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Future Members of Fire Department

SECTION 171. Persons who become members of the fire department after the 8th day of January, 1932, shall become members of the retirement system subject only to the following provision in addition to the provisions contained in sections 158 to 164, both inclusive, of this charter. No member of the retirement system shall be retired, except in case of disability incapacitating him for the performance of his duties, unless he shall have attained the age of fifty-five years and completed twenty years of continuous service, except that retirement shall be compulsory at the age of seventy years. It may be provided, however, under such retirement system, that members may retire after thirty years of continuous service; the benefits at retirement in such cases to be determined, because of retirement at an age below fifty-five, in accordance with the tables recommended by the actuary and approved by said retirement board.

SECTION 171.1. Members of fire department, as defined in section 171.1.1, who are members of the retirement system under sections 165, 165.2, or 171 of the charter on the effective date hereof, hereby designated as the first day of July, 1949, and persons who become members of said department after said effective date, shall be members of the retirement system under this section 171.1 on and after said date, and shall be subject to the following provisions of section 171.1 and sections 171.1.1, 171.1.2, 171.1.3, 171.1.4, 171.1.5, 171.1.6, 171.1.7, 171.1.8, 171.1.9, 171.1.10, 171.1.11, 171.1.12, 171.1.13, 171.1.14 (which shall apply only to members under section 171.1 unless otherwise indicated) in addition to the provisions contained in sections 158 to 161, both inclusive, of this charter notwithstanding the provisions of any other section of the charter. Members of the said department who are members of the retirement system under sections 165 or 165.2 of the charter, on July 1, 1950, however, shall have the option to be exercised in writing, on a form furnished by the retirement system and to be filed at the office of said system not later than ninety days after said date, of being members of the system under sections 165 or 165.2 instead of section 171.1, the election under said option to be effective on said date, provided, that members who are absent by reason of service in the armed forces of the United States or by reason of any other service included in section 161 of the

charter, on the said effective date of the amendment shall have the same option of electing to be members under sections 165 or 165.2, as the case may be, instead of section 171.1, until ninety days after their return to service in the fire department. On and after said date the persons who affirmatively exercise said option, shall continue to be members of the system under sections 165 or 165.2 respectively, and shall not be subject to any of the provisions of section 171.1: [New section, 1949; amended, 1949]

SECTION 171.1.1. The following words and phrases as used in this section, unless a different meaning is plainly required by the context, shall have the following meaning:

"Retirement allowance," "death allowance" or "allowance," shall mean equal monthly payments, beginning to accrue upon the date of retirement, or upon the day following the date of death, as the case may be, and continuing for life unless a different term of payment is definitely provided by the context.

"Compensation," as distinguished from benefits under the Workmen's Compensation Insurance and Safety Act of the State of California, shall mean the remuneration payable in cash, by the city and county, without deduction except for absence from duty, for time during which the individual receiving such remuneration is a member of the fire department, but excluding remuneration paid for overtime.

"Compensation earnable" shall mean the compensation which would have been earned had the member received compensation without interruption throughout the period under consideration and at the rates of remuneration attached at that time to the ranks or positions held by him during such period, it being assumed that during any absence he was in the rank or position held by him at the beginning of the absence, and that prior to becoming a member of the fire department he was in the rank or position first held by him in such department.

"Benefit" shall include "allowance," "retirement allowance," "death allowance" and "death benefit."

"Final compensation" shall mean the monthly compensation earnable by a member at the time of his retirement, or death before retirement, as the case may be, at the rate of remuneration attached at that time to the rank or position which said member

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held, provided that said member has held said rank or position for at least one year immediately prior to said retirement or death; and provided, further, that if said member has not held said rank or position for at least one year immediately prior to said retirement or death, "final compensation," as to such member shall mean the monthly compensation earnable by such member in the rank or position next lower to the rank or position which he held at the time of retirement or death at the rate of remuneration attached at the time of said retirement or death to said next lower rank or position.

8549 For the purpose of the retirement system and of this section, the terms "member of the fire department," "member of the department," or "member" shall mean any officer or employee of the fire department, excluding such officers and employees as are members of the retirement system under section 169 of the charter, who was or shall be subject to the charter provisions governing entrance requirements of members of the uniformed force of said department, and said terms further shall mean, from the effective date of their employment in said department, persons employed on the effective date hereof, regardless of age, or employed after said date at an age not greater than the maximum age then prescribed for entrance into employment in said uniformed force, to perform the duties now performed by members of the salvage corps in the fire department, or duties now performed under the titles of pilot of fireboats, marine engineer of fireboats, marine fireman of fireboats, or hydrant-gateman. Any fire service performed by such member of the fire department outside the limits of the city and county and under orders of a superior officer of any such member, shall be considered as city and county service, and any disability or death incurred therein shall be covered under the provisions of the retirement system.

"Retirement system" or "system" shall mean San Francisco City and County Employees' Retirement System as created in section 158 of the charter.

10.100 "Retirement board" shall mean "retirement board" as created in section 159 of the charter.

"Charter" shall mean the charter of the City and County of San Francisco.

Words used in the masculine gender shall include the feminine and neuter genders, and singular numbers shall include the plural and the plural the singular. 10.100

"Interest" shall mean interest at the rate adopted by the retirement board. [New section, 1949. amended, 1968] 8549

SECTION 171.1.2. Any member of the fire department who completes at least twenty-five years of service in the aggregate and attains the age of fifty (50) years, said service to be computed under section 171.1.9, may retire for service at his option. Members shall be retired on the first day of the month next following the attainment by them of the age of sixty-five years. A member retired after meeting the service and age requirements in the two sentences next preceding, shall receive a retirement allowance equal to fifty-five per cent of the final compensation of said member, as defined in section 171.1.1, plus an allowance at the rate of three per cent of said final compensation, for each year of service rendered after qualifying as to age and service for retirement; provided, however, that such retirement allowance shall not exceed seventy per cent of said member's final compensation. A member retired after attaining the age of sixty-five years, but before completing twenty-five years of service in the aggregate computed under section 171.1.9, shall receive a retirement allowance which bears the same ratio to fifty per cent of the final compensation of said member, as defined in section 171.1.1, as the service with which he is entitled to be credited, bears to twenty-five years. If, at the date of retirement for service, or retirement for disability resulting from an injury received in performance of duty, said member has no wife, children or dependent parents, who would qualify for the continuance of the allowance after the death of said member, or with respect to the portion of the allowance which would not be continued regardless of dependents, or upon retirement for disability resulting from other causes, with respect to all of the allowance and regardless of dependents at retirement, a member retired under this section, or section 171.1.3, may elect before the first payment of the retirement allowance is made, to receive the actuarial equivalent of his allowance or the portion which would not be continued regardless of dependents, as the case may be, partly in a lesser allowance to be received by him

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(a) throughout his life, and partly in other benefits payable after his death to another person or persons, provided that such election shall be subject to all the conditions prescribed by the board of supervisors to govern similar election by other members of the retirement system, including the character and amount of such other benefits. [New section, 1949; amended, 1949; 1968]

8.541 SECTION 171.1.3. Any member of the fire department who becomes incapacitated for the performance of his duty by reason of any bodily injury received in, or illness caused by performance of his duty, shall be retired. If he is not qualified for service retirement, he shall receive a retirement allowance in an amount which shall be equal to the same percentage of the final compensation of said member, as defined in section 171.1.1, as his percentage of disability is determined to be. The percentage of disability shall be as determined by the Workmen's Compensation Appeals Board of the State of California upon referral from the retirement board for that purpose; provided that the retirement board may, by five (5) affirmative votes, adjust the percentage of disability as determined by said Appeals Board; and provided, further, that such retirement allowance shall be in an amount not less than fifty per cent nor more than ninety per cent of the final compensation of said member, as defined in section 171.1.1. Said allowance shall be paid to him until the date upon which said member would have qualified for service retirement had he lived and rendered service without interruption in the rank held by him at retirement, and after said date the allowance payable shall be equal to the retirement allowance said member would have received if retired for service on said date based on the final compensation, as defined in section 171.1.1, he would have received immediately prior to said date, had he lived and rendered service as assumed, but such allowance shall not be less than fifty-five per cent of such final compensation.

If at the time of retirement because of disability, he is qualified as to age and service for retirement under section 171.1.2, he shall receive an allowance equal to the retirement allowance which he would receive if retired under section 171.1.2, but not less than fifty-five per cent of said final compensation. Any member of the fire department who becomes incapacitated for performance of

his duty, by reason of a cause not included under the provisions of the immediately preceding sentences, and who shall have completed at least ten years of service in the aggregate, computed as provided in section 171.1.9, shall be retired upon an allowance of one and one-half per cent of the final compensation of said member as defined in section 171.1.1 for each year of service, provided that said allowance shall not be less than thirty-three and one-third per cent of said final compensation. The question of retiring a member under this section may be brought before the retirement board on said board's own motion, by recommendation of the fire commission, or by said member or his guardian. If his disability shall cease, his retirement allowance shall cease, and he shall be restored to the service in the rank he occupied at the time of his retirement. [New section, 1949. amended, 1968]

SECTION 171.1.4. If a member of the fire department shall die before or after retirement by reason of an injury received in, or illness caused by the performance of his duty, a death allowance, in lieu of any allowance payable under any other section of the charter or by ordinance, on account of death resulting from injury received in or illness caused by the performance of duty, shall be paid, beginning on the date next following the date of death, to his surviving wife throughout her life or until her remarriage. If the member, at the time of death, was qualified for service retirement, but had not retired, the allowance payable shall be equal to the retirement allowance which the member would have received if he had been retired for service on the day of death, but such allowances shall not be less than fifty-five per cent of the final compensation earnable by said member immediately preceding death. If death occurs prior to qualification for service retirement, the allowance payable shall be equal to the final compensation of said member at the date of death, until the date upon which said member would have qualified for service retirement, had he lived and rendered service without interruption in the rank held by him at death, and after said date the allowance payable shall be equal to the retirement allowance said member would have received if retired for service on said date, based on the final compensation he would have received immediately prior to said date, had he lived and rendered service as

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8.542 assumed, but such allowance shall not be less than fifty-five per cent of such monthly final compensation. If he had retired prior to death, for service or for disability resulting from injury received in, or illness caused by the performance of duty, the allowance payable shall be equal to the retirement allowance of the member, except that if he was a member under section 171.1 and retirement was for such disability, and if death occurred prior to qualification for the service retirement allowance, the allowance continued shall be reduced upon the date at which said member would have qualified for service retirement, in the same manner as it would have been reduced had the member not died. If there be no surviving wife entitled to an allowance hereunder, or if she die or remarry before every child of such deceased member attains the age of eighteen years, then the allowance which the surviving wife would have received had she lived and not remarried shall be paid to his child or children under said age, collectively, to continue until every such child dies or attains said age, provided that no child shall receive any allowance after marrying or attaining the age of eighteen years. Should said member leave no surviving wife and no children under the age of eighteen years, but leave a parent or parents dependent upon him for support, the parents so dependent shall collectively receive a monthly allowance equal to that which a surviving widow otherwise would have received, during such dependency. No allowance, however, shall be paid under this section to a surviving wife following the death of a member unless she was married to the member prior to the date of the injury or onset of the illness which results in death. [New section, 1949; amended, 1968]

8.543 SECTION 171.1.5. Upon the death of a member resulting from any cause, other than an injury received in or illness caused by performance of duty, (a) if his death occurred after qualification for service retirement, under section 171.1.2, or after retirement for service or because of disability which resulted from any cause other than an injury received in, or illness caused by performance of duty, three-fourths of his retirement allowance to which the member would have been entitled if he had retired for service at the time of death or three-fourths of the retirement allowance as it was at his death, as the case may be, shall be continued

throughout life or until remarriage, to his surviving wife, or (b) if his death occurred after retirement for disability by reason of injury received in or illness caused by performance of duty, his retirement allowance as it was at his death shall be continued throughout life or until remarriage, to his surviving wife, except that, if death occurred prior to qualification for service retirement allowance, the allowance continued shall be adjusted upon the date at which said member would have qualified for service retirement, in the same manner as it would have been adjusted had the member not died. If there be no surviving wife entitled to an allowance hereunder, or if she die or remarry before every child of such deceased member attains the age of eighteen years, then the allowance which the surviving wife would have received had she lived and not remarried shall be paid to his child or children under said age, collectively, to continue until every such child dies or attains said age, provided that no child shall receive any allowance after marrying or attaining the age of eighteen years. Should said member leave no surviving wife and no children under age of eighteen years, but leave a parent or parents dependent upon him for support, the parents so dependent shall collectively receive a monthly allowance equal to that which a surviving wife otherwise would have received, during such dependency. No allowance, however, shall be paid under this section to a surviving wife unless she was married to the member prior to the date of the injury or onset of the illness which results in death if he had not retired, or unless she was married to the member at least one year prior to his retirement.

As used in this section and section 171.1.4, "surviving wife" shall mean and include a surviving spouse, and shall also mean and include a spouse who has remarried since the death of the member but whose remarriage has been terminated by death, divorce or annulment within five years after the date of such remarriage and who has not thereafter again remarried.

The surviving wife, in the event of death of the member after qualification for but before service retirement, may elect before the first payment of the allowance, to receive the benefit provided in section 171.1.7, in lieu of the allowance which otherwise would be continued to her under this section. If there be no surviving

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wife, the guardian of the child or children under age eighteen may make such election, and if there be no such children, the dependent parent or parents may make such election. ~~Persons heretofore retired under charter section 171, as members of the fire department at the time of retirement, shall be subject to the provisions of this section. "Qualified for service retirement," "Qualification for service retirement" or "Qualified as to age and service for retirement," as used in this section and other sections to which persons who are members under section 171.1 are subject, shall mean completion of twenty-five years of service and attainment of age fifty, said service to be computed under section 171.1.9. [New section, 1949; amended, 1949; 1957; 1968]~~

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SECTION 171.1.5.1. Every allowance based on the average monthly compensation earnable by the member during the ten years prior to retirement, and payable for time commencing on the effective date of this section, to or on account of persons who were retired, as members under section 171, for disability resulting from bodily injury received in the performance of duty, shall be adjusted to the amount it would be, if it had been based on the monthly compensation fixed by the board of supervisors as of July 1, 1956, for the rank or position held by such retired member in the fire department prior to retirement. This section does not authorize any decrease in any allowance from the amount being paid at said effective date, nor does this section give any retired member, or any beneficiary of such member, or his successors in interest, any claim against the city and county for any increase in any allowance paid or payable for the time prior to its effective date. Adjustment in reserves under allowances which are changed according to this section, shall be made on the basis of current interest rate and mortality tables.

The increase in the retirement allowance shall be apportioned according to service rendered by the member in the same manner that the allowance prior to increase was apportioned. Contributions to the retirement system, necessary for the payment of the increase of the portion of the retirement allowances which is paid from reserves held by the retirement system, shall be provided from the reserves held by the retirement system on account of members under section 171.1, the necessary amount being

transferred upon said effective date, from said reserves to the reserves held by the retirement system to meet the obligations on account of benefits that have been granted and on account of prior service of members. The contribution being required of the city and county currently, as a percentage of salaries of persons who are members under section 171.1, shall be increased to a percentage determined by the actuary as necessary to replace the reserves so transferred. Contributions to the retirement system necessary for the payment of said increases with reference to current and prior service portions of the allowances which are not paid from reserves held by the retirement system, shall be paid to the system by the city and county by annual appropriations, provided that such appropriation for any year shall not be less than the amount disbursed during that year on account of said increases. The effective date of this section shall be the first day of the month following approval by the State Legislature. [New section, 1957]

SECTION 171.1.6. That portion of any allowance payable because of the death or retirement of any member of said department which is provided by contributions of the city and county, shall be reduced in the manner fixed by the board of supervisors.

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by the amount of any benefits other than medical benefits, payable to or on account of such person, under the Workmen's Compensation Insurance and Safety Law of the State of California and because of the injury or illness resulting in said death or retirement. Such portion which is paid because of death or retirement which resulted from injury received in or illness caused by performance of duty, shall be considered as in lieu of all benefits, other than medical benefits, payable to or on account of such person under said law of the State of California and shall be in satisfaction and discharge of the obligation of the city and county to pay such benefits. [New section, 1949]

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Under the provisions of this section it is clear that the portion of allowance paid because of death or retirement on account of injury is paid in lieu of, or in place of, all other benefits and is in satisfaction of the city's obligation under the state law. *Carey v. Retirement Board of San Francisco* (1955) 131 Cal. App. (2d) 739, 281 Pac. (2d) 25.

SECTION 171.1.7. If a member of the fire department shall die, before retirement, from causes other than an injury received in or illness caused by the performance of duty, or regardless of cause, if no allowance shall be payable under section 171.1.4 or 171.1.5 preceding, a death benefit shall be paid to his estate or designated beneficiary, the amount of which and the conditions for the payment of which shall be determined in the manner prescribed by the board of supervisors for the death benefit of other members of the retirement system. Upon the death of a member after retirement and regardless of the cause of death, a death benefit shall be paid to his estate or designated beneficiary the amount of which and the conditions for the payment of which shall be determined in the manner prescribed by the board of supervisors for the death benefit of other members of the retirement system. ~~The effective date of this amendment shall be the first day of the month following approval by the State Legislature.~~ [New section, 1949; amended, 1949, 1957]

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SECTION 171.1.8. Should any member of the department cease to be employed as such a member, through any cause other than death or retirement or transfer to another office or department, all of his contributions, with interest credited thereon, shall be refunded to him subject to the conditions prescribed by the board of supervisors to govern similar terminations of employment of

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other members of the retirement system. If he shall again become a member of the department, he shall redeposit in the retirement fund, the amount refunded to him. Contributions, with interest, which are credited because of service rendered in any other office or department and which will not be counted under section 171.1.9, to any person who becomes a member of the retirement system under this section, shall be refunded to him forthwith. Should a member of the fire department become an employee of any other office or department, his accumulated contribution account shall be adjusted by payments to or from him as the case may be to make the accumulated contributions credited to him at the time of change, equal to the amount which would have been credited to him if he had been employed in said other office or department at the rate of compensation received by him in the fire department and he shall receive credit for service for which said contributions were made, according to the charter section under which his membership in the retirement system continues. [New section, 1949]

SECTION 171.1.9. The following time shall be included in the computation of the service to be credited to the member for the purposes of determining whether such member qualifies for retirement, and calculating benefits, excluding, however, any time, the contributions for which were withdrawn by said member upon termination of his service while he was a member under any other charter section, and not redeposited upon re-entry into service:

(1) Time during and for which said member is entitled to receive compensation because of services as a member of the fire or police department.

(2) Time during which said member is entitled to receive compensation while a member of the retirement system, because of service rendered in other offices and departments prior to the effective date hereof, provided that accumulated contributions on account of such service, previously refunded, are redeposited, with interest from date of refund to date of redeposit, at times and in the manner fixed by the retirement board; and solely for purpose of determining qualification for retirement under section 171.1.3 for disability not resulting from injury received in, or illness caused by performance of duty, time during which said

member serves, after the effective date hereof, and receives compensation because of service rendered in other offices and departments.

(3) Time during which said member is absent from a status included in paragraphs (1) or (2) next preceding, by reason of service in the armed forces of the United States of America, or by reason of any other service included in section 161 of the charter, during any war in which the United States was or shall be engaged or during other national emergency, and for which said member contributed or contributes to the retirement system or for which the city and county contributed or contributes on his account. [New section, 1949]

Section 171.1.9.1. Any person who is a member under Section 171.1 on February 1, 1970, and who was employed in the uniformed force of the Underwriters' Fire Patrol of San Francisco prior to becoming such a member shall have the right to elect to make contributions pursuant to this section and to receive credit as service under the retirement system for all or any part of the time he was so employed.

Said election shall be made in writing on a form provided by the retirement system and filed with the retirement board within ninety (90) days after February 1, 1970.

Any such member who elects to make contributions and receive such credit shall contribute to the retirement fund an amount equal to the sum of (a) contributions computed by applying the rate of contribution applicable to him on the date he elected to receive credit for such service to the monthly compensation payable by him on said date multiplied by the number of months of such service for which he has elected to receive credit and (b) interest on the unpaid balance of said contributions, commencing on the date of the members' election to make such contributions, at the rate of interest currently being used from time to time under the retirement system.

Payment of the contributions required by this section shall be made in a lump sum or by installment payments. Installment payments shall be made at times and in a manner fixed by the retirement board, provided that the period for completion of such payments shall not extend beyond the effective date of the member's retirement.

Upon completion of payment of contributions in the amount specified in this section, the member shall be credited with service under the retirement system in an amount equal to the service for which he has elected to receive credit pursuant to this section. The service with which the member is so credited shall be credited as current service.

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that date. The normal rate of contribution, however, shall not exceed six per cent.

SECTION 171.1.10. All payments provided under this section shall be made from funds derived from the following sources, plus interest earned on said funds:

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(1) The normal rate of contribution of each member under this section shall be based on his age taken to the next lower complete quarter year, ~~(a) at the earlier of the dates he became a member under section 165, 165.2 or 171, in the case of persons who are members under these sections, or (b) on his age at the date he becomes a member under section 171.1 in the case of persons who become members on or after the effective date of this amendment,~~ without credit for service counted under section 171.1.9. The age of entrance into the fire department shall be determined by deducting the member's service credited under section 171.1.9 as rendered prior to the date upon which his age is based for determination of his rate of contribution according to the sentence next preceding, from said age. The normal rate of contribution of each such member, to be effective from the effective date of membership under section 171.1, shall be such as, on the average for such member, will provide, assuming service without interruption, under section 171.1.2, one-third of that portion of the service retirement allowance to which he would be entitled, without continuance to dependents, upon first qualifying as to age and service, for retirement under that section, which is based on service rendered after the date upon which his age is based for determination of his rate of contribution according to the first sentence in this paragraph, and assuming the contribution to be made from

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(2) The dependent contributions of each member under this section which shall be required of each member throughout his membership in addition to the normal contributions, and in the same manner as normal contributions, shall be such as, on the average for such member, will provide, assuming service without interruption under section 171.1.2, and upon his first qualifying as to age and service for retirement under that section, one-third of the portion of his allowance, which is to be continued under section 171.1.5 after his death and throughout the life of a surviving wife whose age at said death is three years less than the age of said member. If, at the date of retirement for service or retirement for disability resulting from injury received in performance of duty, said member has no wife who would qualify for the continuance of the allowance to her after the death of said member, or upon retirement for disability resulting from other causes, regardless of his marital condition, the dependent contributions with accumulated interest thereon, shall be paid to him forthwith. The dependent rate of contribution, however, shall not exceed the difference between six per cent and the member's normal rate of contribution, and said dependent rate may be taken as a flat percentage of the member's normal rate, regardless of the age of qualification for service retirement.

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(3) There shall be deducted from each payment of compensation made to a member under this section, a sum determined by applying the member's rates of contribution to such compensation payment. The sum so deducted shall be paid forthwith to the retirement system. Said contribution shall be credited to the individual account of the member from whose salary it was deducted, and the total of said contributions, together with interest credited thereon in the same manner as is prescribed by the board of supervisors for crediting interest to contributions of other members of the retirement system, shall be applied to provide part of the retirement allowance granted to, or allowance granted on account of said member, under this section or shall be paid to said member or his estate or beneficiary as provided in sections 171.1.7, 171.1.8 and 171.1.9.

(4) Contributions based on time included in paragraphs (1), (2) and (3) of section 171.1.9, and deducted prior to the effective date thereof, from compensation of persons who become members under section 171.1, and standing with interest thereon, to the credit of such members on the records of the retirement system on said date, shall continue to be credited to the individual accounts of said members and shall be combined with and administered in the same manner as the contributions deducted after said date.

(5) The total contributions, with interest thereon, made by or charged against the city and county and standing to its credit, in the accounts of the retirement system, on account of persons who become members under this section, shall be applied to provide the benefits under this section. 8.548

(6) The city and county shall contribute to the retirement system such amounts as may be necessary, when added to the contributions referred to in the preceding paragraphs of this section 171.1.10, to provide the benefits payable under this section. Such contributions of the city and county to provide the portion of the benefits hereunder which shall be based on service rendered by each member prior to the date upon which his age is based for determination of his rate of contribution in paragraph (1) section 171.1.10, shall not be less during any fiscal year than the amount of such benefits paid during said year. Such contributions of the city and county to provide the portion of the benefits hereunder which shall be based on service rendered by respective members on and after the date stated in the next preceding sentence, shall be made in annual installments, and the installment to be paid in any year shall be determined by the application of a percentage to the total compensation paid during said year, to persons who are members under section 171.1, said percentage to be the ratio of the value on the effective date hereof, or at the later date of a periodical actuarial valuation and investigation into the experience under the system, of the benefits thereafter to be paid under this section, from contributions of the city and county, less the amount of such contributions, and plus accumulated interest thereon, then held by said system to provide said benefits on account of service rendered by respective members after the date stated in the sentence next preceding, to the value at said respective dates of salaries thereafter payable to said members. Said

SECTION 171.1.13. Any section or part of any section in this charter, insofar as it shall conflict with these sections 171.1, 171.1.1, 171.1.2, 171.1.3, 171.1.4, 171.1.5, 171.1.6, 171.1.7, 171.1.8, 171.1.9, 171.1.10, 171.1.11, 171.1.12, 171.1.13, or 171.1.14, or with any part thereof, shall be superseded by the contents of said sections. In the event that any word, phrase, clause or section of these sections shall be adjudged unconstitutional, the remainder thereof shall remain in full force and effect. [New section, 1949] *delete*

SECTION 171.1.14. Sections 171.1, 171.1.1, 171.1.2, 171.1.3, 171.1.4, 171.1.5, 171.1.6, 171.1.7, 171.1.8, 171.1.9, 171.1.10, 171.1.11, 171.1.12, 171.1.13, and 171.1.14, contained in the proposition therefor submitted to the electorate on November 2, 1948, shall take effect on the first day of July, 1949. [New section, 1949]

SECTION 171.1.15. Amended sections 171.1.1, 171.1.2, 171.1.3, 171.1.4, 171.1.5, 171.1.10 and 171.1.12 contained in the proposition therefor submitted to the electorate on June 4, 1968, shall take effect on the first day of the month next following their ratification by the State Legislature.

The amendments of sections 171.1.1, 171.1.2, 171.1.3, 171.1.4, 171.1.5, 171.1.10 and 171.1.12 do not and shall not increase any allowance first in effect prior to the effective date of said amendments. [New section, 1968]

Compensation Insurance Payments

SECTION 172. The benefit provisions of the workmen's compensation laws included in the Labor Code of the State of California, as they effect the benefits provided for or payable to or on account of officers and employees, including teachers of the city and county, shall be administered exclusively by the retirement board, provided that the retirement board shall determine 8.515

8.548 values shall be determined by the actuary, who shall take into account the interest which shall be earned on said contributions, the compensation experience of members, and the probabilities of separation by all causes, of members from service before retirement and of death after retirement. Said percentage shall be changed only on the basis of said periodical actuarial valuation and investigation into the experience under the system. Said actuarial valuation shall be made every even-numbered year and said investigation into the experience under the system shall be every odd-numbered year.

(7). To promote the stability of the retirement system through a joint participation in the result of variations in the experience under mortality, investment and other contingencies the contributions of both members and the city and county held by the system to provide the benefits under this section, shall be a part of the fund in which all other assets of said system are included. Nothing in this section shall affect the obligations of the city and county to pay to the retirement system any amounts which may or shall become due under the provisions of the charter prior to the effective date hereof, and which are represented on said effective date, in the accounts of said system by debits against the city and county. [New section, 1949; amended, 1968; 1969]

8.540 (b) SECTION 171.1.11. Upon the completion of the years of service set forth in section 171.1.2 as requisite to retirement, a member shall be entitled to retire at any time thereafter in accordance with the provisions of said section 171.1.2, and nothing shall deprive said member of said right. [New section, 1949]

8.513 (c) SECTION 171.1.12. No person retired as a member under section 171.1 for service or disability and entitled to receive a retirement allowance under the retirement system shall serve in any elective or appointive position in the city and county service, including membership on boards and commissions, nor shall such person receive any payment for service rendered to the city and county after retirement, provided that service as an election officer or juror shall not be affected by this section. [New section, 1949; amended, 1968]

whether the city and county, through the retirement system, shall assume the risks under the said law, in whole or in part, or whether it shall reinsure such risks, in whole or in part, with the state compensation insurance fund. Benefits under such risks as may be assumed by the city and county, and premiums under such risks as may be reinsured shall be paid by the retirement system, and an amount equal to the total of such benefits and premiums, as determined by the actuary for any fiscal year, including the deficit brought forward from previous years, shall be paid during such fiscal year to the retirement system by the city and county.

8.515 Every patrol special police officer, as referred to in section 35 of this charter shall be entitled, under this section, to the benefits of such compensation law, if injured while performing regular city and county police duties, which shall include only duties performed while preventing the commission of a crime, or while apprehending the person or persons committing such crime, and shall not include duties of any character performed for private employers either on or off the premises of such employers, provided that no payments shall be made under this paragraph in the event that the patrol special officer shall receive the benefits of such compensation law from any other source.

Whenever any member of the fire or police department, as defined in sections 169, 171.1.1 and 168.1, respectively, is incapacitated for the performance of his duties by reason of any bodily injury received in or illness caused by the performance of his duty, as determined by the retirement board, he shall become entitled, regardless of his period of service with the city and county, to disability benefits equal to and in lieu of his salary as fixed by the charter, while so disabled, for a period or periods not exceeding twelve months in the aggregate, with respect to any one injury or illness. Said disability benefit shall be reduced in the manner fixed by the board of supervisors by the amount of any benefits other than medical benefits payable to such person under the Labor Code concurrently with said disability benefit, and because of the injury or illness resulting in said disability. Such disability benefits as are paid in the absence of payments of any benefits other than medical benefits under the workmen's compensation laws included in said Labor Code, shall be considered as in lieu of such benefits, payable to such person under the said Code concurrently with said disability benefits, and shall be in satisfaction and discharge of the obligations of the city and county to pay such benefits under the Labor Code. Medical treatment which may become necessary to relieve or cure said member from the effects of the injury or illness shall be furnished by the city and county, in the same manner that such treatment is furnished under said Labor Code, but without first requiring continu-

HEALTH SERVICE SYSTEM

SECTION 172.1. A health service system is hereby established as a department of the city and county government and shall be subject to section 172.1 and sections 172.1.1, 172.1.2, 172.1.3, 172.1.4, 172.1.5, 172.1.6, 172.1.7, 172.1.8, 172.1.9, 172.1.10, 172.1.11, 172.1.12, 172.1.13, 172.1.14, and 172.1.15. Said system shall be administered by a board to be known as the health service board. The members of the system shall consist of all employees, which shall include officers, of the city and county, of the San Francisco Unified School District, and of the Parking Authority of the City and County of San Francisco who are members of the retirement system. Any employee who adheres to the faith or teachings of any recognized religious sect, denomination or organization and, in accordance with its creed, tenets or principles, depends for healing upon prayers in the practice of religion shall be exempt from the system upon filing annually with the health service board an affidavit stating such adherence and dependence and disclaiming any benefits under the system. The health service board shall have the power to exempt any person whose annual compensation exceeds six thousand dollars (\$6,000) and any person who has otherwise provided for adequate medical care. [New section, 1937; amended, 1941; 1943; 1957; 1958; 1964]

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ing awards of such treatment by the Industrial Accident Commission of the State of California, relating to impairments of permanent or of extended and uncertain duration. The provisions of this paragraph shall be administered exclusively by the retirement board, and the city and county shall pay to the retirement system during each fiscal year, an amount equal to the total disability benefits paid by said system during that year. A member of the fire or police department shall receive credit as service, under the retirement system, for time during which he is incapacitated for performance of duty and receives said disability benefit. Contributions for the retirement system shall be deducted from said benefits in the same manner as they would be deducted from salary paid to him, and the city and county shall contribute, in addition to its other contributions provided herein, to the retirement system on the basis of said benefits in the same manner as it would contribute on salary paid to said member. [Amended, 1937; 1952; 1953]

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SECTION 172.1.1. The health service board on the effective date hereof shall consist of seven members as follows: the chairman of the finance committee of the board of supervisors, the city attorney, two members appointed by the mayor one of whom shall be a resident official of an insurance company and the other a doctor

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of medicine, and three members elected by the members of the system from among their number. The city attorney may designate, by written document filed with the board, an assistant city attorney to attend board meetings and to act for him in his place. The terms of office of the members, other than the two ex-officio members, shall be five years, one term expiring on May 15 of each year; provided, however, that the first three elective members shall be selected by lot from the health service board members whose terms under the law as it existed prior to this amendment would not have expired on May 14, 1958, by classifying themselves so that one of the members whose terms would have expired in 1959 shall serve until May 15, 1959; and two of the members whose terms would have expired in 1960 shall serve, one until May 15, 1961, and the other until May 15, 1963; and provided further that of the first two members appointed by the mayor, one shall serve until May 15, 1960, and the other until May 15, 1962. The terms of each of the members holding office under the law as it existed prior to this amendment and not so selected shall expire upon the effective date hereof. Each member of the health service board shall give bond in the sum of ten thousand dollars (\$10,000), the premium on which shall be paid out of the funds of the system. A vacancy in the offices appointive by the mayor shall be filled by appointment by the mayor for the unexpired term. A vacancy in an elective office shall be filled by a special election to be completed within sixty days after the vacancy occurs unless a regular election is to be held and completed within six months after such occurrence. Candidates for elective membership on the health service board shall be nominated by a written nomination of twenty members filed with the registrar of voters not earlier than April 1st nor later than April 15th of 1959 and each year thereafter in which a vacancy occurs. The registrar of voters shall prepare ballots and shall furnish the same to all members of the system between April 15th and April 25th and shall receive the ballots between April 25th and May 7th and canvass and certify the results on May 8th. The registrar of voters shall have power to make such regulations respecting the form, distribution and canvassing of the ballots as may be necessary to secure secrecy of the ballots and prevent fraud. The persons equal in number to the number to be elected who receive the greatest number of votes shall be declared

elected. Not more than one employee of any one department or office may be a member of the health service board. [New section, 1958]

SECTION 172.1.2. The medical care plans in effect upon the effective date hereof shall continue in force and effect until rescinded or superseded by a new plan or plans adopted by the health service board and approved by ordinance of the board of supervisors, adopted by three-fourths of its members. [New section, 1958]

SECTION 172.1.3. The board shall have power and it shall be its duty by a two-thirds vote of the entire membership of the health service board to adopt a plan or plans for rendering medical care to members of the system, or for the indemnification of the cost of said care, or for obtaining and carrying insurance against such costs or for such care.

Such plan or plans as may be adopted, shall not become effective until approved by ordinance of the board of supervisors, adopted by three-fourths of its members.

The board of supervisors shall secure an actuarial report of the costs and effect of any proposed change in the benefits of the health service system or rates of contribution before enacting an ordinance or before voting to submit any proposed charter amendment providing for such change. [New section, 1958]

SECTION 172.1.4. In January of each year, or more often if it deems necessary, at public hearings, the health service board shall review and determine the adequacy of medical care provided for members of the system and the adequacy of fee schedules and the compensation paid for all services rendered and it may make such revisions therein as it deems equitable but such revisions shall not become effective until approved by ordinance of the board of supervisors adopted by three-fourths of its members. [New section, 1958]

SECTION 172.1.5. Each plan shall make detailed and specific provision for the benefits to be provided thereunder and for the rates of contribution required to support the plan. [New section, 1958]

SECTION 172.1.6. Each plan may make provision for the participation in the benefits of the system by the dependents of members, retired city and county employees, temporary city and county employees, such other dependents of deceased and retired city and county employees as the board of supervisors may authorize by ordinance, teachers and other employees of the San Francisco Unified School District retired under the San Francisco City and County Employees' Retirement System and resigned employees of the city and county and resigned teachers and employees of the school district whose resignations occur after June 15, 1955, and within thirty days immediately prior to the date on which, but for their resignations, they would have become retired members of the said retirement system, on whose relinquishment of retirement allowances as permitted by the charter occurs after such date and resigned employees of the San Francisco Unified School District not otherwise included. A resigned employee or teacher is one whose employment has terminated other than by retirement, discharge or death or who has relinquished retirement allowances. The purpose of empowering the health service board to make provision for the participation in the benefits of the system to the aforementioned resigned teachers and employees of the San Francisco Unified School District is to enable them, subject to the health service board's exercise of its power, to participate in the benefits of the system after transferring to the State Teachers' Retirement System from the San Francisco City and County Employees' Retirement System. The purpose of empowering the health service board to make provision for participation in the benefits of the system by the aforementioned resigned employees of the city and county and other resigned employees of the San Francisco Unified School District is to permit the health service board to have power to treat them the same as it treats resigned teachers and employees of the San Francisco Unified School District.

As used in this section, and for the purpose of this section, the terms "city and county employees" and "employees of the city and county" shall include officers and employees of the Parking Authority of the City and County of San Francisco. [New section, 1958; amended, 1964].

SECTION 172.1.7. No member of the system shall be required to accept the services or medical supplies of any physician

(physician includes physicians and surgeons, optometrists, dentists, chiropodists and osteopathic and chiropractic practitioners licensed by California State Law and within the scope of their practice as defined by (California State Law), person licensed to treat human diseases without the use of drugs, nurse, pharmacist or hospital selected by the health service board, but, subject to rules and regulations of that board, every member shall have the right to select, of his own choice, any duly licensed physician, as defined herein, person licensed to treat human diseases without the use of drugs, nurse, pharmacist, hospital or other agency of medical care as herein defined, who or which will render the required services pursuant to said rules and regulations, and the health service board shall make provision for the exercise of such choice; and is hereby expressly prohibited from entering into any exclusive contract for the rendering of said services.

Any duly licensed physician, as defined herein, person licensed to treat human diseases without the use of drugs, nurse, pharmacist, hospital or other agency of medical care shall have the right to furnish such services or medical supplies at uniform rates of compensation to be fixed by the health service board. [New section, 1958; amended, 1961]

SECTION 172.1.8. The health service board shall have power and it shall be its duty:

- (a) To establish and maintain detailed historical costs for medical care, hospital care.
- (b) To review such costs annually.
- (c) To apply benefits without special favor or privilege.
- (d) To put said plans into effect and through its medical director to conduct and administer the same and, for all or any of said purposes, to contract therefore and use the funds of the system.

(e) To make rules and regulations for the transaction of its business, the granting of exemptions and the admission to the system of persons who are hereby made members thereof and such other officers and employees as may voluntarily become members of the system with the approval of the health service board.

(f) To receive, consider and, within sixty (60) days after receipt, act upon any matter pertaining to the administration,

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3.681 operation or conduct of the health service system submitted to it in writing by any member of the system or any person who has contracted to render medical care to the members of the system. [New section, 1958]

3.682 SECTION 172.1.9. The health service board shall appoint a full time medical director who shall be a doctor of medicine with experience in administering health plans or in comparable work. He shall hold office at its pleasure. The medical director shall have all of the powers and responsibilities of an appointing officer, a department head, and a chief executive under the provisions of the charter. The health service board shall administer the system through the medical director. The medical director shall be responsible to the health service board as a board, but not to any individual member or committee thereof. Instead of a full-time medical director, the board may appoint a full-time executive officer who is not a doctor of medicine, but with experience in administering health plans or in comparable work, and a part-time medical advisor who shall be a doctor of medicine with such experience, and both of whom shall hold office at its pleasure. If an executive officer is appointed, the provisions of this and other sections which would apply otherwise to the medical director shall apply equally and instead to the executive officer. The health service board and each committee of the board shall confine its activities to policy matters and to matters coming before it as an appeal board. The health service board shall prepare its plans, rules and regulations so that they are clear, definite and complete and so that they can be readily administered by the medical director and his staff. [New section, 1958]

8.427 SECTION 172.1.10. Except as otherwise specifically provided herein, all provisions of the charter shall be fully applicable to the health service board, the health service system and its medical director and employees in the same manner that they apply to other boards, commissions, and departments of the city and county. ~~All employees of the health service system who are actually employed, or on authorized leave of absence from employment on the effective date of this amendment shall be continued in their respective positions as if appointed thereto after examination and certification from a civil service list of eligibles and~~

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thereafter shall be governed by and subject to the civil service provisions of this charter. Each such employee shall, for purposes of civil service seniority, be deemed to have been appointed to such position by the city and county upon the date of commencement of his occupancy thereof and shall also retain all other civil service rights and privileges held immediately prior to the effective date of this amendment. [New section, 1958]

SECTION 172.1.11. There is hereby created a health service system fund. The costs of the health service system shall be borne by the members of the system and retired persons, the City and County of San Francisco because of its members and retired persons and because of the members and retired persons of the Parking Authority of the City and County of San Francisco, and the San Francisco Unified School District because of its members and retired persons. A retired person as used in this paragraph means a former member of the health service system retired under the San Francisco City and County Employees' Retirement System.

8.428 The city and county and the school district shall each contribute to the health service system fund amounts sufficient for the following purposes, and subject to the following limitations:

(a) All funds necessary to efficiently administer the Health Service System.

(b) Matching contributions for the fiscal year commencing July 1, 1962, and each fiscal year thereafter, equal to the amounts contributed thereto by members of the system, provided, however, that the total amount contributed by the city and county and the school district to the health service system fund in each fiscal year, for this purpose, shall not exceed an amount equal to the tax yield that can be produced in each fiscal year by six cents in the tax rate on each one hundred dollars (\$100.00) valuation of the real and tangible personal property assessed in and subject to taxation by the city and county and the school district.

(c) Monthly contributions required from retired members participating in the system shall be equal to the monthly contributions required from members in the system; provided, however, that for the fiscal year commencing July 1, 1962, and for each fiscal year thereafter, the city and county and the school district shall contribute funds sufficient to

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defray the difference in cost to the system in providing the same health coverage to retired members as is provided for active employee members thereof.

The city and county and the San Francisco Unified School District shall not contribute to the health service system fund any sums, except as hereinbefore set forth, on account of participation in the benefits of the system by members' dependents, retired persons' dependents, persons who retired and elected not to receive benefits from San Francisco City and County Employees' Retirement System and resigned employees and teachers defined in section 172.1.6.

It shall be the duty of the board of supervisors and of the board of education annually to appropriate to the health service system fund such amounts as are necessary to cover the obligation of the city and county and of the San Francisco Unified School District hereby imposed. Contributions to the health service system fund of the city and county and of the school district shall be charged against the general fund or the school, utility, bond or other special fund concerned. [*New section, 1958; amended, 1962; 1964*]

Cited in *Martin v. San Francisco* (1959) 168 Cal. App. (2d) 570, 336 Pac. (2d) 239.

SECTION 172.1.12. The health service board shall determine and certify to the controller the amount to be paid monthly by the members of the system to the health service system fund for the purposes of the system hereby created. The controller shall deduct said sums from the compensation of the members and shall deposit the same with the treasurer of the city and county to the credit of the health service system fund.

Such deductions shall not be deemed to be a reduction of compensation under any provision of this charter.

The health service board shall have control of the administration and investment of the health service system fund, provided that all investments shall be of the character legal for insurance companies in California. Disbursements from the fund shall be made only upon audit by the controller and the controller shall have and exercise the accounting and auditing powers over the health service system fund which are vested in him by this charter with respect to all other municipal boards, officers and commissions. [*New section, 1958*]

SECTION 172.1.13. The term "medical care" shall be defined by the health service board.

All acts performed and services rendered under the provisions of this section shall be performed in accordance with the provisions as to professional conduct prescribed by the statutes of the State of California regulating such professional conduct and services.

Medical care, as defined by the health service board, shall not be furnished or supplied to any member of the system by or in any of the public health and hospital facilities of the city and county, except that emergency medical and hospital care may be rendered to any member of the system in the usual course of emergency health service. [*New section, 1958*]

SECTION 172.1.14. Except as herein provided members of the system shall have and possess no claim or recourse against any of the funds of the municipality by virtue of the adoption or operation of any plan for rendering medical care, indemnifying costs of said care or carrying insurance against such costs, but except as herein provided, the claim and recourse of any such member shall be limited solely to the funds of the system. All expenses of the system shall be paid exclusively from the health service system fund, and, except as herein provided, the city and county and the San Francisco Unified School District shall not appropriate or contribute funds in any manner for the purposes of the system hereby established and provided. [*New section, 1958*]

SECTION 172.1.15. The board of supervisors is authorized to enact by a vote of three-fourths of its members, any and all ordinances necessary to carry out the provisions of sections 172.1 to and including 172.1.14.

Any surplus or deficit existing in the health service fund on the effective date hereof shall belong to or be the obligation of members, as the case may be, and the city and county and the San Francisco Unified School District shall neither receive payment nor credit nor shall it contribute to such fund on account of medical care rendered prior to such date. [*New section, 1958*]

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ELECTIONS

Registrar of Voters

SECTION 173. The conduct, management and control of the registration of voters, and of the holding of elections, and of all matters pertaining to elections in the city and county shall be vested exclusively in the registrar of voters. ~~Except as in this charter otherwise provided, he shall succeed to the powers and duties of the board of election commissioners at twelve o'clock noon on the 8th day of January, 1932, at which time the terms of the members of said board shall terminate, and such board as theretofore existing shall be abolished.~~ He shall establish precincts in the city and county as provided by law. The regular and temporary forces under the registrar, and the temporary forces, shall be appointed by him subject to the civil service provisions of this charter. 9.102

Municipal Elections

SECTION 174. On Tuesday after the first Monday in November in 1931 and every second year thereafter, there shall be held in the city and county an election to be known as the general municipal election, at which the electors of the city and county shall choose such officers as are required by this charter to be elected at that time. Special municipal elections shall be called by the registrar when required by this charter on the filing of appropriate initiative, referendum or recall petitions, as provided by this charter, and may be called by the supervisors for bond issues, declarations of policy, or for the voting on candidates for city and county offices not subject to election at general municipal elections. 9.103

All provisions of the general laws of this state, including penal laws, respecting the registration of voters, initiative, referendum and recall petitions, elections, canvass of returns and all matters pertinent to any and all of these, shall be applicable to the city and county, except as otherwise provided by this charter or by ordinance adopted by the board of supervisors as authorized by this charter relative to any rights, powers or duties of the city and county or its officers. When not prohibited by general law, the supervisors by ordinance may provide that the publication of precincts and polling places shall be by posting only.

Nomination of Elective Officers

9.104 SECTION 175. The name of a candidate for an elective office shall be printed upon the ballot when a declaration of candidacy, a nomination paper signed by not less than forty nominators and certificates of not less than twenty nor more than thirty sponsors shall have been filed on his behalf, and when the nomination shall have been made in the following manner: The candidate, not more than sixty days before the municipal election in November, shall file with the registrar a declaration of his candidacy, in the form prescribed by the registrar for all candidates, including statements of his qualifications in not to exceed one hundred words, subscribed by him before the registrar. The registrar shall forthwith certify to the said subscription and its date and retain and file the declaration. The candidate shall pay to the registrar at the time of filing his declaration of candidacy a sum equal to two percent (2%) of the current annual salary for the office for which he is a candidate. After said declaration shall have been signed, certified and filed, and not later than forty-five days before said election in November a nomination paper, in the form prescribed by the registrar for all candidates, signed by not less than forty nominators for the said candidate, who are electors of the city and county qualified to vote at the said municipal election, shall be filed with the registrar and not less than twenty nor more than thirty sponsors for the said candidate, who are electors of the city and county qualified to vote at the said municipal election shall appear before the registrar and shall certify under oath to the qualifications of the said candidate on a form of certificate prescribed by the registrar for all sponsors of all candidates. The candidate shall have the right to reject any unsolicited sponsor.

In the event the registrar shall refuse to file such declaration of candidacy, nomination paper therefor or certificate of a sponsor thereof, he shall forthwith designate in writing on the declaration, nomination paper or certificate the defect thereof, or other reason for refusing to file the same, and shall return the same to the party tendering it. No defect in any declaration, nomination paper or certificate presented to the registrar shall prevent the filing of another declaration, nomination paper or certificate within the period allowed for presenting the declaration, nomination paper or certificate. The name of every candidate who has been duly and regularly nominated shall be placed on the ballot

under the title of the office for which he is a candidate, provided that a candidate whose nomination has been completed, may, not less than forty days before a municipal election, withdraw as a candidate by filing with the registrar his withdrawal, naming the office; such withdrawal must be signed and sworn to by the person withdrawing.

7.104 The name of every candidate who has been nominated for office as hereinbefore provided shall be placed on the ballot in alphabetical order in accordance with the initial letter of his surname, under the heading of the office for which said candidate has been nominated in the following manner: The name of the candidate highest on the alphabetical list of candidates for any particular office shall be printed first on the ballot under the proper heading for said office in the lowest numbered assembly district in the city and county. Thereafter, in each succeeding assembly district, the name of the candidate appearing first for said office in the last preceding district shall be placed last and the order of the names of the other candidates for said office shall remain unchanged.

In the event that the number of candidates in any group shall exceed the number of assembly districts in the city and county then the total number of candidates in such group shall be divided by the number of assembly districts and the quotient of said division, if an integral number, or, if it be a fractional number, then the next highest integral number, shall be the number of candidates to be taken from the beginning of the list of said candidates and placed at the end of said list of candidates in each succeeding assembly district.

Immediately under the name of each candidate and not separated therefrom by any line may appear, at the option of the candidate, one of the following designations:

(a) Words designating the city, county, district or state office which the candidate then holds.

(b) If the candidate be a candidate for the same office which he then holds, and only in that event, the word "incumbent."

(c) The word designating the profession, vocation or occupation of the candidate. The profession, vocation or occupation so designated shall be the same as appears in the affidavit of registration of the candidate.

In all cases words so used shall be printed in eight-point roman boldface capitals and lower-case type.

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9.104 No incumbent shall have any further preference in the location of his name on said ballot unless the same is permitted by this section.

The registrar shall preserve in his office for a period of four years all candidates' declarations, nomination papers and all sponsors' certificates filed in accordance with this section. [Amended, 1943; 1957; 1968]

Material to Be Mailed to Voters

SECTION 176. The registrar shall, before each municipal election, cause to be printed in pamphlet form and mailed to each registered voter with the sample ballot, a copy of all statements of qualifications of candidates received by him, to be followed by the names and addresses and occupations of all sponsors of all officers to be voted for in said city and county.

9.105 The registrar shall cause ballots to be printed identical with the ballot to be used in each assembly district at the election and shall furnish copies of the same on application to registered voters at his office at least five days before the date fixed for such election, and shall mail to each voter entitled to vote at such election a copy of the ballot to be used in his district, so that all said sample ballots shall have been mailed at least eight days before said election. The rotation of names of candidates on ballots shall be as provided by general law. [Amended, 1968]

Precinct Boards of Election

9.106 SECTION 177. The registrar shall, at each municipal or special election prepare lists for and appoint for each election precinct a precinct board of election officers to hold and conduct such election at the precinct for which said board is appointed. Such board shall consist of one inspector, one judge and two clerks, who shall perform all the duties required by law at such polling place, except as in this charter provided. When voting machines are used one inspector and two judges shall be appointed. The general law as to the appointment of election officers shall apply when not otherwise provided herein. The registrar is authorized to withhold the pay of any election officer who neglects, disregards or violates the election laws.

Determining Result of Election—Failure of Persons Elected to Qualify

SECTION 178. The canvass of voters, canvass of returns, declaration of election and certificate of election shall be made as provided by general law. If a person elected fails to qualify, the office shall be filled as in this charter provided for a vacancy in such office. 9.107

Initiative, Referendum and Recall

SECTION 179. The registered voters shall have power to propose by petition, and to adopt or to reject at the polls, any ordinance, act or other measure which is within the power conferred upon the board of supervisors to enact, or any legislative act which is within the power conferred upon any other board, commission or officer to adopt, or any amendment to the charter. Such ordinance, act, charter amendment or other measure may be so proposed by filing with the registrar a petition setting forth said measure in full, signed by registered voters of the city and county as many in number as the percentages hereinafter required of the entire vote for all candidates for the office of mayor cast at the last preceding regular municipal election. 9.108

Any declaration of policy may be submitted to the electors in the manner provided for the submission of ordinances; and when approved by a majority of the qualified electors voting on said declaration, it shall thereupon be the duty of the board of supervisors to enact an ordinance or ordinances to carry such policies or principles into effect, subject to the referendum provisions of this charter.

Any ordinance which the supervisors are empowered to pass may be submitted to the electors by a majority of the board at a general election or at a special election called for the purpose, said election to be held not less than thirty days from the date of the call. Any such ordinance may be proposed by one-third of the supervisors or by the mayor, and when so proposed shall be submitted to the electors at the next succeeding general election. No ordinance passed by the supervisors granting any public utility franchise or privilege, shall go into effect until the expiration of sixty days from the date it becomes final. At the end of such sixty days such ordinance shall be in force and effect, unless within such period there shall be filed with the registrar a petition signed by registered voters equal in number to five per cent of

the entire vote cast for mayor at the last preceding regular municipal election, requesting that such ordinance be submitted to the electors. In case such petition is filed, such ordinance shall not go into effect until approved by a majority of the voters voting thereon at a general or special election.

If, before the time any other ordinance involving legislative matters becomes effective, there shall be filed with the board of supervisors a petition signed by qualified electors of the city and county equal in number to at least ten per centum of the entire vote cast for all candidates for mayor at the last preceding general municipal election at which a mayor was elected, protesting against the passage of such ordinance the same shall be suspended from going into operation, and it shall be the duty of the board of supervisors to reconsider such ordinance, and if the same be not entirely repealed, said board shall submit the ordinance to the vote of said electors either at the next general municipal election or at a special election to be called for that purpose, and such ordinance shall not go into effect or become operative unless and until a majority of the qualified electors voting thereon shall vote in favor thereof. The provisions of sections 180 and 181 of the charter shall apply to and govern the verification and certification of such petition.

Annual budget and appropriation ordinances, supplemental appropriation ordinances, the annual salary ordinance, or ordinances amending the same, the ordinances levying taxes, any ordinance appropriating money from the emergency reserve fund, ordinances authorizing the city attorney to compromise litigation, and ordinances necessary to enable the mayor to carry out any of the powers vested in him in the case of a public emergency as defined in section 25 of the charter, ordinances enacted pursuant to section 219 of the charter, as well as ordinances relative to purely administrative matters, shall not be subject to referendum.

Any elective official, the chief administrative officer, the controller or any member of the board of education or the public utilities commission may be recalled by the electors. The procedure to effect such recall shall be as follows: A petition demanding the recall from office of the person sought to be recalled shall be filed with the registrar. Said petition shall contain a statement of the grounds on which the recall is sought. Any insufficiency

of form or substance in such statement shall in no wise affect the validity of the election and proceedings held thereunder. No recall petition shall be filed against any officer until he has held his office for at least six months. [Amended, 1935]

Petitions

SECTION 180. The filing, verification and certification of initiative, referendum and recall petitions shall be in accordance with general law, and rules and regulations of the registrar of voters relative to details not covered by general law, except as otherwise provided by this charter. Any signer to a petition may withdraw his name from the same by filing with the registrar of voters a verified revocation of his signature before the filing of the petition. No signature can be revoked after the petition has been filed. Unless and until it be proven otherwise by official investigation by the registrar, it shall be presumed that the petition filed conforms to all legal requirements and contains the signatures of the requisite number of registered voters, and after an election based thereon, the sufficiency of such petition shall not be questioned.

If any signature be questioned, the registrar shall mail notice to such purported signer, stating that his or her name is attached to such petition and citing him or her to appear before said registrar forthwith, naming the time and place. Said citation shall enclose a blank affidavit, which may be used to deny that

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9.109 the affiant signed such petition. If such person does not desire to attend in person, he may swear to such affidavit of denial before any officer authorized to take oaths, and mail the same to the registrar. If he does not so attend, deny such signature in person or by making and mailing such affidavit of denial before the time when the registrar must, under general law, make final determination, the signature to such petition must be treated as genuine. The registrar shall keep a list of the names of all purported signers who appear before him and deny their signature under oath, and also file and keep such affidavits for at least one year.

Special Election Fund

9.110 SECTION 181. The board of supervisors, in the first annual budget to be hereafter adopted by said board, shall appropriate not less than fifty thousand dollars to be known as the special election fund, to be used exclusively for defraying the cost of verifying petitions and other expenses of all special elections initiated by petition of the electorate, including recall elections. In the event of the expenditure of any of said fund, the board of supervisors in the next succeeding annual budget shall appropriate a sum sufficient to reimburse said special election fund.

Time of Election

9.111 SECTION 182. If the petition accompanying a proposed initiative measure, declaration of policy, or recall be signed by registered voters equal in number to ten per cent of the entire vote cast for mayor at the last preceding general municipal election and contains a request that said measure, policy or recall be submitted forthwith to a vote of the electorate at a special election, then the registrar shall forthwith call a special election, which shall be held at a date not less than thirty nor more than forty days from the date of calling the same, at which said measure or policy, without alteration, or said recall shall be submitted to a vote of the electorate, unless within sixty days of a general or primary election, in which event it shall be submitted at such general or primary election.

If the petition accompanying a proposed initiative measure or declaration of policy be signed by registered voters equal in number to five per cent but less than ten per cent of the said

entire vote, then such measure or measures, without alteration, shall be submitted by the registrar to a vote of the electorate at the next general state or municipal election that shall occur at any time after thirty days from the date of the certificate of sufficiency attached to the petition accompanying such measure unless the board of supervisors, by ordinance, direct that the measure or policy be voted on at a special election prior thereto. 9.111

Measures, Arguments and Statements of Controller Relating to Costs, to Be Mailed to Voters

SECTION 183. Whenever any measure is required by this charter to be submitted to the voters of the city and county at any election, the registrar shall cause the measure or policy to be printed on sheets measuring approximately six by nine inches, and shall mail the same with a sample ballot to each voter, at least five days prior to the election. This printed copy may be attached to any other matter required to be printed and mailed.

With or upon the sample ballot mailed to each voter prior to a recall election, there shall be transmitted the reasons for demanding the recall of the officer as set forth in the recall petition, printed in not more than three hundred words, and with or upon the same ballot the printed statement of the officer in not more than three hundred words justifying his course in office. 9.112

If the proposition be submitted to the registered voters upon an initiative, referendum or recall petition, the persons filing said petition shall have the right, upon deposit of an amount sufficient to defray the cost of printing as estimated by the registrar, to present to the registrar at any time not later than thirty-five days prior to said election, written arguments favoring their petition, and the registrar shall not accept arguments favoring said petition without the approval of those filing said petition; provided that, as to any proposition to be submitted to the voters at a special election in accordance with section 182 hereof, to be held within thirty-five days of the date of calling such election, such arguments may be presented to the registrar at any time twenty-five days prior to said election. If said proposition be submitted by the mayor or by the board of supervisors, or by one-third of the board of supervisors, they shall have a similar right, but without the making of such deposit, to present arguments. The board of supervisors may also in its discretion, by motion, grant to any pro-

ponents of propositions submitted by the board a similar right, which may be exercised, subject to the approval of such arguments by motion of the board and upon the making of such deposit. Any persons, committee or organization opposing the measure, policy, charter amendment, or recall placed before the voters may present, upon making a deposit as aforementioned, and in like manner and within the same time, written arguments opposing said proposition.

9.112 Said arguments shall not contain more than 1800 words, nor exceed four pages in length when printed. They shall be signed by the persons or the presiding or executive officials of the committee or organization presenting them. The registrar shall cause said arguments to be printed in a pamphlet approximately six by nine inches in size in one color of ink and in uniform style. They shall be arranged in numerical or alphabetical order according to the number or letter of the proposition to which they refer, and the affirmative in each case shall precede the negative. The registrar shall charge a uniform fee per page sufficient to cover the cost of printing said pamphlet, returning to depositors any excess of deposits. He shall mail one copy with the sample ballot to each voter.

Immediately after introduction in the board of supervisors, or filing with the clerk thereof, of any measure to be submitted to the voters, or of the filing of a petition of the voters for submission of any proposed amendment of the charter, in accordance with the provisions of Article XI, Section 8, of the Constitution of California, the clerk of the board shall deliver a copy of such proposition to the controller. The controller shall thereupon determine whether, in his opinion, such proposition, if adopted, will increase the cost of government of the city and county or in any way affect its tax rate. The controller shall make a written statement thereon to the board of supervisors, analyzing such proposition as to its cost and effect upon the tax rate. Such statement shall be in form appropriate for mailing to the voters with a sample ballot. Upon vote of submission of any such proposition, which, in the opinion of the controller, will in any way affect the cost of government or the tax rate and as to all propositions to create a bonded debt, the controller shall transmit a copy of such statement in relation thereto to the registrar of voters, who shall mail one copy thereof to each voter with the sample ballot. In the pamphlet of argu-

ments, the position of the statement of the controller shall in each instance be next in order after the negative argument. [Amended, 1949]

Form of Ballot- Majority Vote

SECTION 184. The ballots used when voting upon any proposed measure, referendum, policy, recall or confirmation shall contain a general statement thereof, followed by the words "Yes" and "No," so arranged that the voter may indicate his choice upon the ballot. If a majority of the qualified electors voting on said proposed measure, referendum, policy, recall or confirmation shall vote in favor thereof, it shall go into effect ten days after the declaration of the official count. The general statement or question provided for in this section shall be prepared by the city attorney and shall consist of not over thirty words. 9.113

If the official proposed to be removed at any recall election shall, as the result of said election, be recalled, the mayor shall appoint his successor for the unexpired term and the officer so recalled shall be ineligible to hold any city and county office for two years; should said officer be retained in his office, he shall be reimbursed out of the special election fund for his expenses in such recall election; provided that such payment shall not exceed the amount he is permitted to spend under the Purity of Elections Act now in force.

Competing and Conflicting Measures—Repeal

SECTION 185. When two or more proposed measures are of the same general purpose, the registrar shall so declare, and shall cause the ballots to be so printed that the voter, first, may choose between any measure or none, and, secondly, may express his preference for any one. If a majority of the votes on the first question is affirmative, then the measure receiving the highest number of votes shall become law and the others fail of passage. 9.114 In case two or more measures are tied for the highest vote, they shall be resubmitted at the next ensuing general election. If there is a conflict between two or more measures or between two or more charter amendments adopted at the same election, then the measure or charter amendment receiving the highest affirmative vote shall prevail.

No initiative, ordinance or measure or declaration of policy/

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9.114 { approved by the electorate under the provision of this charter shall be subject to veto, or be amended or repealed except by vote of the electorate, unless such ordinance or measure shall otherwise provide.

Substantial Compliance

9.115 SECTION 186. No informalities in conducting municipal, special, initiative, referendum or recall elections shall invalidate such elections if they have been conducted fairly and in substantial compliance with and conformity to the requirements of this charter.

SAN FRANCISCO - SAN MATEO CONSOLIDATION

Consolidation of San Mateo County

SECTION 187. In the event that all or any part of the area of the County of San Mateo shall be consolidated with the city and county in accordance with law and the constitution of the state, the provisions of sections 187 to 218, inclusive, of this charter shall become effective on the effective date of such consolidation and all other provisions of this charter in conflict with the provisions of said sections shall be thereupon and thereby superseded.

Definitions

SECTION 188. The following terms as used in sections 187 to 218, inclusive, in this charter, to-wit: "city and county," "county," "city," "governmental agency," "consolidate," and "consolidation," unless the context clearly indicates otherwise, shall have the same meanings as in that certain act of the Legislature of the State of California known as the San Francisco-San Mateo Consolidation Act of 1929, approved June 11, 1929. The term "voter" as used in said section means a qualified and registered elector who is a resident of the city, county, city and county, borough, or other territory concerned.

Continuation of Offices, Officers, Employees and Services

SECTION 189. Upon the consolidation of the county as a whole, the offices of assessor, auditor, coroner, county clerk, district attorney, recorder, sheriff, tax collector, and treasurer of said county shall become branch offices of the corresponding respective offices of the city and county, and the incumbents thereof shall become deputies in the said respective offices of the city and county, and shall continue as such to the end of the terms for which they were respectively elected or appointed.

The departments and offices of the city and county shall establish such branch offices in the territory consolidated as shall be necessary or convenient and as directed by the board of supervisors, but with no less amount of service in the said territory than shall have been provided by the county, or any city, or governmental agency of the county just prior to the time consolidation shall become finally effective.

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Any full-time incumbent appointive officer or employee of the county, or any city, or governmental agency of the county, who shall have held such office or employment continuously for one year next prior to consolidation and whose duties shall be assumed by the city and county, shall become an employee of the department or office of the city and county assuming said duties and he shall, as such employee, thereafter be subject, without examination, to the civil service provisions of this charter, if any, applying to said employment.

Retirement Rights

SECTION 190. Any policeman or fireman of the county, or any city, or governmental agency of the county, who shall become an employee of the police or fire department of the city and county, and who may participate in any pension or retirement system of the city and county, shall receive credit for his prior continuous full-time service to said county, city or governmental agency.

Municipal Court

SECTION 191. All cases pending in any justices' court, police court or court of any recorder or other judicial municipal magistrate or office of the county, or any city, or governmental agency of the county consolidated with the city and county shall ipso facto be deemed to be and be transferred to the municipal court of the city and county. Such municipal court shall hold regular sessions in such borough or boroughs as the board of supervisors may, by ordinance, direct, and at least one such borough shall be so designated.

Recording

SECTION 192. Any instrument or judgment affecting the title to or the possession of real property situated in the territory of the county which may be consolidated with the city and county must be recorded in the branch office of the recorder of the city and county located in the territory so consolidated and all records in said branch office shall for all purposes be deemed records in the office of the recorder of the city and county.

Establishment of Boroughs

SECTION 193. Any territory included in the area that has become a part of the city and county by consolidation and which at that time is not already within a borough may be organized into a borough in the manner hereinafter set forth, provided such territory contain at least 3,000 population as determined by ordinance of the board of supervisors. Any incorporated city included in the area that has become a part of the city and county by consolidation, which was such a city on or prior to January 1, 1931, shall automatically become a borough when consolidation becomes effective.

New Boroughs, Consolidation, Change in Boundaries, and Disestablishment of Boroughs

SECTION 194. Any new borough may be established, any two or more boroughs may be consolidated, the boundaries of any borough may be enlarged or diminished, or a borough may be disestablished, provided a majority of the voters of a borough, or boroughs, and/or of the territory concerned, voting on such a proposition at an election called for the purpose, shall first have voted in favor thereof; provided, further, that no borough shall be disestablished nor the boundaries of a borough diminished, unless the same be approved by the board of supervisors by ordinance, or a majority of the voters of the city and county voting thereon at an election called for the purpose, shall first have voted in favor thereof. Such elections shall be called by the board of supervisors upon receiving the report of the borough commission hereinafter provided for, and at any time thereafter upon receiving a petition of at least twenty-five per cent of the voters of the borough or boroughs or the territory concerned. If any petition of voters requests the establishment of a new borough or any change in the boundaries of an existing borough, the supervisors, before calling an election thereunder, must set the petition for public hearing and give notice thereof by publication at least once a week for two weeks in a newspaper published in the city and county. Upon such hearing, the board of supervisors shall have power to change and determine the boundaries as set forth in any such petition. No new borough shall be established, nor shall two or more boroughs be consolidated, nor shall the boundaries of a borough be enlarged or diminished, nor

shall a borough be disestablished, unless a majority of the voters of the borough, or boroughs, or the territory concerned, voting on such a proposition, shall first have voted in favor thereof.

Within thirty days after consolidation is effective, every borough council must appoint one member to a commission to be known as the borough commission. The commission shall be charged with the duty of studying the boundaries of all boroughs within the city and county and of making recommendations to the board of supervisors concerning consolidation, disestablishment, or any change in boundaries of any borough or boroughs. This report shall be submitted to the board of supervisors within two years from the time consolidation shall become effective. Upon receiving the report of the commission, the board of supervisors shall without delay call an election or elections and submit appropriate propositions in accord with the recommendations of the commission to a vote of the voters of the territory concerned.

Upon the consolidation of two or more boroughs, all property thereof shall belong to the consolidated borough and such borough shall become responsible for all the debts and obligations of the boroughs consolidated. Upon a change of boundaries or disestablishment of a borough, the board of supervisors shall provide for the equitable adjustment and payment of any borough debts.

The board of supervisors, by ordinance, shall provide for the method and manner of calling and holding elections provided for in this section and for the canvassing of the returns thereof.

Borough Powers

SECTION 195. Every borough shall have and may exercise, subject to the provisions of this charter, the following powers and duties which shall be exclusive within borough limits except as otherwise provided herein:

(1) To create districts for the purpose of regulating the location, height, area, bulk, and use of buildings, lands and premises, and to exercise zoning and planning powers.

(2) To maintain public libraries and reading rooms.

(3) To maintain parks, playgrounds and other recreational facilities, and to construct and maintain buildings and works appurtenant thereto, except parks, playgrounds and recreational facilities maintained by the city and county.

(4) To construct, improve and maintain streets and the bridges, sidewalks, street signs, lighting fixtures and all other appurtenances incident thereto; except highways maintained by the state or any joint highway district and any highway or street which the board of supervisors shall declare to be a major highway to be maintained by the city and county.

(5) To construct and maintain local sewers, sewage disposal plants, storm drains, and outfalls.

(6) To collect garbage and other wastes and to dispose of the same within or without borough limits, except as the board of supervisors shall otherwise provide for such disposal. Permission to dispose of garbage and other wastes outside of borough limits shall be first obtained from the city and county or the borough having jurisdiction of the territory in which such disposal is made.

(7) To erect, maintain and repair public buildings, and improve and maintain public property within borough limits devoted exclusively to borough uses; provided a borough shall maintain at least one public building, which the borough council shall select and in which the borough council shall meet.

(8) To have and exercise the same power within limits of a borough to open, widen, narrow, or close public streets and highways, and to establish the grades thereof, as is possessed by the city and county, except no borough shall close or narrow any highway maintained by the city and county without the approval of the board of supervisors.

(9) To exercise the powers of eminent domain whenever necessary to acquire property and easements for streets, highways, or other public purposes.

(10) To issue permits for any privilege in or on any street, within the jurisdiction of the borough, and to make regulations with regard to advertising by signs, billboards, banners, placards, posters, or pictures on any street, sidewalk, or private property, or upon any buildings, poles, or fences thereof, except within two hundred feet of any street or highway not under its jurisdiction.

(12) To establish fire limits for the regulation of building and construction of buildings.

(13) To license for purpose of regulation only such occupations as shall require regulation in the interest of public peace, health, or safety, and to prescribe the terms and conditions under which such licenses shall issue.

(14) To declare what shall constitute a nuisance and to provide for the summary abatement of the same at the expense of the person or persons creating, causing, committing or maintaining such nuisance, by suit or otherwise.

(15) To enact local police ordinances, not inconsistent with the laws of the state or ordinances of the city and county, and to make rules and regulations for the exercise of any power conferred herein on boroughs and to provide penalties for the violation thereof, provided such penalties shall not exceed the penalty limits applicable by law or under this charter to city and county ordinances; such local police ordinances to have all the force and effect within the limits of the borough of an ordinance of the city and county and as though passed and adopted by the board of supervisors.

(16) To create and define the powers and duties of all borough offices and employments, not established by this charter, necessary for the purpose of carrying out the provisions of this charter and executing the powers and duties of a borough; and to fix the compensation of all officers and employees of the borough not fixed by this charter.

(17) To call and hold borough elections whenever necessary.

(18) To levy borough taxes.

(19) To prepare and adopt an annual budget of estimated borough expenditures and to exercise control of all borough funds.

(20) To incur indebtedness for the purpose of carrying out any of the powers conferred on the borough.

(21) To create special districts for the purpose of defraying the cost of any public improvement which the borough is authorized to make, and to levy special assessments upon property materially benefited by such public improvement, and to issue bonds to represent or be secured by such assessments.

(22) To contract for such supplies, services, or labor, and to enter into such contracts as may be necessary.

(23) To employ a qualified person or persons to make an independent audit of borough funds and financial transactions of all kinds as the borough council may direct. If an audit is not made by the city and county, then the borough council shall provide for an audit at least once in every two years.

(24) To accept devises, bequests, legacies, donations or services to or for the use of the borough and to administer the same in accordance with the conditions thereof.

(25) To issue subpoenas for the attendance of witnesses or the production of books or documents for the purpose of producing evidence or testimony in any matter pending before the borough council.

(26) To employ legal counsel.

(27) To change the name of the borough, by ordinance, provided the ordinance making such change in name shall first be approved by a majority of the voters of the borough voting thereon.

(28) To provide, by ordinance, for civil service for borough employees under such conditions as are hereinafter provided, provided such ordinance shall first be approved by a majority of the borough voters voting thereon.

(29) To provide, by ordinance, for a system of retirement allowances for old age and disability and death benefits to dependents, applicable to officers and employees of the borough under conditions hereinafter provided, provided such ordinance shall first be approved by a majority of the borough voters voting thereon.

(30) To appropriate borough funds for supplementing any city and county service or function within the borough; such appropriations to be expended through the appropriate departments of the city and county.

(31) To enter into an agreement with any other borough or boroughs for the joint undertaking of any power conferred on a borough herein.

(32) To have and exercise all appropriate municipal powers which may be necessary or proper to the exercise of the foregoing powers or to the discharge of the foregoing duties, and which are not inconsistent with the other provisions of this charter.

Transfer of Borough Powers

SECTION 196. Any power over which a borough shall have exclusive jurisdiction within its limits, as herein provided, may be transferred to the city and county by a borough by ordinance of the borough council thereof, but not unless a majority of the voters of the borough, voting on the question of the transfer of such power, shall first have voted in favor thereof; provided, that no such power shall be transferred to the city and county unless such transfer is also approved by ordinance of the board of supervisors.

Borough Elective Officers and Terms

SECTION 197. The voters of a borough shall elect five members of the borough council, except as otherwise provided; and also a borough controller, unless a borough shall, by ordinance of the council approved by a majority of the voters thereof voting on such ordinance, vest the powers of borough controller in a borough manager. Except as otherwise provided, borough elective officers shall be elected to serve for terms of four years and until their successors are elected and qualify.

Within fifteen days after the establishment of a new borough created upon petition as herein provided, the mayor of the city and county shall appoint five qualified residents of the borough as members of the council to serve until their successors are elected and qualify. At the next succeeding general borough election, the voters thereof shall elect three members of the council to serve for terms of two years, and two members to serve for terms of four years, beginning at twelve o'clock noon on the 8th day of January following the date of their election.

The council of a borough which by consolidation is automatically established, shall consist of the same number of members as shall compose the council of the city at the time consolidation becomes effective. The city councilmen in office at the time of such consolidation shall continue in office as borough councilmen until the end of the terms for which they were respectively elected, and thereafter until twelve o'clock noon on the 8th day of January of the first succeeding even-numbered year. At the general borough election immediately preceding the expiration of the terms of any such members of a borough council, the voters of the borough shall elect their successors to serve for terms of four

years. At every borough general election the successors to those elective borough officers whose terms are next expiring shall be elected to serve for terms of four years.

At the first meeting of the council, it shall appoint a borough controller to serve until his successor is elected and qualifies. At the next succeeding general borough election, the borough voters shall elect a borough controller to serve for a term of four years, beginning at twelve o'clock noon on the 8th day of January following the date of his election; provided, however, that if a majority of the members of the council are elected at the same time, the borough controller shall be elected to serve for a two-year term, and thereafter his term shall be for four years.

A candidate for any elective borough office shall have been an elector of the borough, or of the area comprising the same, for a period of at least five years prior to the date of election at which he is a candidate. No person who shall hold an elective or appointive office of the city and county shall hold any elective borough office.

A borough council may fill any vacancy in an elective office of a borough for the unexpired term thereof.

Duties, Meetings, and Compensation of Borough Councilmen

SECTION 198. The council shall constitute the legislative body of the borough and, except as otherwise provided, shall exercise the powers thereof.

The council shall provide by ordinance for the time and place of holding its meetings and the manner in which its special meetings may be called, provided, however, that there shall be at least two regular meetings in each month. The first meeting shall be held within thirty days after its establishment at the time and place upon which a majority of the council shall in writing agree upon. All legislative sessions of the council, whether regular or special, shall be open to the public. A majority of all members of the council shall constitute a quorum for the transaction of business. All borough records shall be open to the public.

No member of the borough council shall receive compensation for his services unless an ordinance providing for such compensation shall first have been approved by a majority of the borough voters voting thereon; provided, however, that councilmen of a

borough automatically established shall continue to receive the same compensation as provided for councilmen by the city which it succeeds at the time consolidation becomes effective, until the borough provides otherwise by ordinance approved by a majority vote of the vote cast thereon.

The council shall by ordinance determine what bonds, if any, are to be given by the elective and appointive officers of the borough, and shall fix their amounts and form, and such bonds shall be approved in the case of a borough controller by the council and in the case of all other officers by the borough controller, and the premiums thereon shall be paid by the borough.

Borough President

SECTION 199. The council shall choose one of its own number as president to serve at its pleasure. The president shall be the executive head of the borough upon whom process issued by authority of law shall be served. In the name and on behalf of the borough he shall sign all legal instruments and documents to which the borough is a party except where otherwise provided herein or by ordinance. He shall have such other powers and perform such other duties as may be prescribed by law, or by ordinance or resolution of the council.

Borough Controller

SECTION 200. The borough controller shall have in addition to such duties as are prescribed by this charter, such other duties as may be prescribed by borough ordinance. No borough funds shall be drawn from the treasury of the city and county except by warrant issued or countersigned by him, and he shall countersign no such warrant until he has satisfied himself that the claim is a legal obligation of the borough. He shall keep in his office sufficient and proper records and accounts of the financial transactions of the borough. Such records and accounts shall be kept in the forms and manner as prescribed by the controller of the city and county. He shall have access at all times for himself, or for any person designated by him, to books, records and cash in any office of the city and county and/or of the borough in which accounts are kept or money handled on behalf of the borough. He shall have power to inquire into all contracts, including the performance thereof and into all proceedings involving the ex-

penditure of public funds to which the borough is a party, and into the financial transactions of all officers and employees of the borough. For this purpose he may administer oaths, summon witnesses and order the production of relevant books and papers. If any person fails to obey such summons or order or refuses to answer any proper question, the borough controller may petition a court of competent jurisdiction for an order directing such person to comply with said summons or order or to answer such questions. He shall have power to employ such expert accountants or other agents as he may deem necessary to carry out his powers, and the council shall appropriate such funds as may be needed for this purpose.

Borough Clerk

SECTION 201. When consolidation becomes effective, the clerk of any city which is automatically established as a borough shall continue in office as borough clerk thereof until the expiration of the term for which he may be elected or appointed, and thereafter the council shall appoint a borough clerk who shall act as clerk of the council. He shall have power to administer oaths and affirmations, to take affidavits, and to certify the same. He shall have such other powers and perform such other duties as may be provided by this charter, or by ordinance, or order of the council.

Borough Planning Commission

SECTION 202. The council may provide, by borough ordinance, for a borough planning commission of five members. The ordinance shall provide for the qualifications, manner of appointment, terms, and compensation of the members of such commission, but no compensation shall be paid any member unless the ordinance providing for such compensation shall first have been approved by a majority of the borough voters voting thereon. Said ordinance shall provide that the borough planning commission shall have and exercise within the borough such powers and duties as shall correspond to, so far as possible, the powers and duties of the planning commission of the city and county.

Until a borough planning commission is provided, the council shall have and exercise within the borough such powers and duties of a planning commission as the council, by ordinance, may provide.

The borough planning commission, or the council, as the case may be, shall have such advisory powers relating to any planning matter of the city and county affecting any property, streets, public work or public improvement of or within the borough, as may be provided by ordinance of the board of supervisors.

The borough planning commission, or the council, as the case may be, shall have power to recommend changes in or the repeal of any city ordinance establishing zones for the uses of property within the borough which may be continued in effect upon consolidation. In the determination of which class of occupation zones the property within a borough may be divided, or in the modification of any city zoning ordinance continued in effect, the borough planning commission, or the council, as the case may be, shall accept the classification of occupation zones which the board of supervisors, by ordinance, shall establish for the city and county.

Borough Library Board

SECTION 203. The council may provide, by ordinance, for a borough library board of five members. The ordinance shall provide for the qualifications, manner of appointment, terms and compensation of the members of such board, but no compensation shall be paid to any member unless the ordinance providing for such compensation shall first have been approved by a majority of the borough voters voting thereon.

The borough library board shall have control and management of the borough library and the funds provided for same and shall have power to make such rules and regulations as necessary for the conduct of its affairs, but the treasurer of the city and county shall have custody of such funds.

Borough Manager

SECTION 204. The council may appoint a borough manager, provided, however, that no borough manager shall be appointed unless an ordinance creating such office shall first have been approved by a majority of the borough voters voting thereon, and which ordinance, when so approved, shall not be amended or repealed except by ordinance also approved by a majority of the borough voters voting thereon. The city manager of a city the borough voters voting thereon. The city manager of a city automatically established as a borough shall continue to hold

such office as borough manager until removed by the council, and the council may appoint his successor.

The borough manager shall be chosen by the council without regard to political consideration and solely with reference to his executive and administrative qualifications. Residence within the borough shall not be a qualification for his appointment; but promptly thereafter during his term of office, he shall become and shall remain an actual resident of the borough.

The powers and duties of the borough manager shall be as follows:

- (a) To act as administrative head of the borough government.
- (b) To see that all borough ordinances are enforced.
- (c) To appoint, remove, and have control of all subordinates and employees, except as otherwise provided by this charter or by ordinance of the borough.
- (d) To see that all permits and privileges granted by the borough are observed and to report any violations thereof to the council.
- (e) To attend meetings of the council.
- (f) To advise the council of the needs of the borough.
- (g) To devote his entire time to the interests of the borough.
- (h) To have general supervision of borough parks and playgrounds.
- (i) To appoint such advisory boards as he may deem desirable to advise and assist him in his work; provided such board shall not receive any compensation.
- (j) To prepare the annual budget, as herein provided.
- (k) From time to time, in order to facilitate the prompt, economical and efficient dispatch of borough business, to assign assistants, deputies or employees from any office or department of the government to perform work or service in any other office or department thereof, or to work in more than one of said offices or departments.
- (l) To possess such additional powers and duties as may be provided in this charter or by ordinance.

The borough manager shall have the right to take part in the discussion of all matters coming before the council, but shall have no vote therein.

In case of the absence or disability of the borough manager, the council may designate some qualified person to perform the duties of the office temporarily.

No member of the council shall in any manner, directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the borough manager in making of any appointment or the purchase of supplies, or attempt to exact any promise relative to any appointment from any candidate for borough manager, or discuss, directly or indirectly, with any such candidate the matter of appointments to borough offices or employments. Any violation of the foregoing provisions of this section shall constitute a misdemeanor and shall work a forfeiture of the office of the offending member of the council, who may be removed therefrom by the council or by any court of competent jurisdiction.

No persons related to a borough manager by blood or by marriage shall be eligible for borough employment.

A borough manager may, by written agreement of the councils of the boroughs interested, act as joint manager for two or more boroughs, in which case he shall become a resident of one of the boroughs so interested and shall devote his entire time to the interests of such boroughs.

Borough Legislation

SECTION 205. The council shall act in legislative matters by ordinance only. Other action of the council, unless otherwise provided, may be taken by resolution, motion or order. No ordinance or resolution or order for the expenditure of money shall be passed without receiving the affirmative votes of a majority of all members of the council.

The enacting clause of all borough ordinances shall be as follows: "The people of the Borough of..... (inserting the name of the borough) of the City and County of San Francisco do ordain as follows." No ordinance shall be passed by the council on the day of its introduction, nor within five days thereafter, nor at any time other than a regular meeting. A proposed ordinance may be amended or modified between the time of its introduction and the time of its final passage, providing its general scope and original purpose are retained. All ordinances shall be signed by the president and attested by the borough clerk and

shall be published at least once in some newspaper of general circulation established, printed and published in the borough, and if there be no such newspaper they shall be posted in at least three public places in the borough before becoming effective.

Every ordinance passed by a council shall go into effect at the expiration of thirty days after its final passage, unless otherwise provided in said ordinance and as otherwise provided herein. Ordinances declared by the council to be necessary as emergency measures for the immediate preservation of public peace, health, or safety, containing a statement of the reasons for their urgency, and ordinances ordering or otherwise relating to elections, and ordinances relating to public improvements, the cost of which is to be borne wholly or in part by special assessments, may go into effect at the will of the council.

Borough Fiscal Procedure

SECTION 206. Within the time limits fixed by this charter for the preparation and adoption of the budget of the city and county, every borough shall cause to be prepared and shall adopt a borough budget which shall be a complete statement of the estimate of the revenues and expenditures of the borough departments for the ensuing year. Such budget shall be prepared substantially in the same manner and in such detail as required for the budget of the city and county so far as the same may be applicable. Upon the adoption of the budget, it shall take effect at the same time and shall be binding upon the borough in substantially the same degree and in the same manner as the city and county budget shall be effective and binding upon the city and county.

The fiscal year of a borough shall be the same as for the city and county.

Within the time limits fixed by law or by this charter for the city and county, the borough council may levy a borough tax sufficient to raise the amount estimated to be required in the annual budget as herein provided, less the amounts estimated to be received from fines, licenses, and other sources of revenue; but such levy, exclusive of the tax to pay the interest and maintain the sinking funds of the bonded indebtedness of the borough, and exclusive of special assessment and district taxes and of the library tax, shall not exceed the rate of one dollar on each one hundred dollars of the assessed valuation of the taxable property

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within the borough. Should the council fail to fix the tax rate within the time prescribed, then the borough tax rate of the previous year shall constitute the rate of the current year. The council, by ordinance, may provide for a higher tax limit, but such tax limit shall not be effective unless the ordinance fixing such tax limit shall first have been approved by a majority of the borough voters voting thereon.

All borough taxes levied, together with interest thereon and any percentages imposed for delinquency and the cost of collection, which shall be those prescribed in this charter for the city and county, shall constitute liens on the property assessed, which taxes, interest, penalties and charges shall be collected in the same manner as is provided for the collection of city and county taxes and which liens may be foreclosed upon in the same manner as is provided for the foreclosure of liens for city and county taxes.

All borough taxes shall be levied on the valuation of the taxable property within the borough as shall be fixed by the assessor of the city and county for city and county tax purposes.

There shall be a borough fund for each borough. All borough taxes shall be collected by the tax collector of the city and county and shall be paid into the city and county treasury to the credit of the borough concerned, together with all revenues of a borough received from fines, licenses, and other sources of revenue, except as otherwise provided. Money shall be payable from a borough fund only on warrants drawn with the approval of a borough council by such borough officer as the council may authorize, and when countersigned by the borough controller.

The manner and time within which deposits of borough moneys received from taxes, licenses, fees, fines, penalties, forfeitures, and all moneys accruing to a borough from any source shall be made and the transfer and disposition of all surplus funds, shall be provided for by ordinance of the board of supervisors, and shall be uniform for all boroughs.

The council shall not create, audit, or permit to accrue, any debt or liability in excess of the available money in the borough fund of the borough that may be legally apportioned and appropriated for such purpose; provided that taxes levied though not collected are deemed available income and revenue for the year for which levied; and provided, that any borough, during the first year of its existence, may incur such indebtedness or liability

as may be necessary, not exceeding in all the income and revenue provided for it in such year, nor shall any warrant be drawn, or evidence of indebtedness be issued, unless there be at the time sufficient money in the borough fund legally applicable to the payment of the same, except as hereinafter provided. When any order or demand is presented to the borough controller for approval and is not approved for want of funds and the amount of said order or demand does not exceed the income and revenue for the year in which the indebtedness was incurred, such borough controller must endorse thereon the words, "not approved for want of funds," with the date of presentation and shall, in attestation thereof, affix his signature thereto; and shall number such indorsement and shall register said order or demand in the records of his office and shall thereupon deliver said order or demand to the claimant, or his order. From that time, such order or demand shall bear interest at the rate of six per cent per annum. Such orders or demands, so registered as herein provided, shall be paid in the order in which the same are registered.

All license taxes collected by the city and county within the limits of any borough shall be credited to the borough fund of such borough by the treasurer of the city and county.

Borough or Subventions

SECTION 207. For those boroughs which shall within their own boundaries perform municipal functions concerned with the maintenance of streets, sewers, parks, libraries, and playgrounds, which would otherwise be the municipal obligation of the city and county, the board of supervisors shall by ordinance provide for a system of subventions to such boroughs from tax funds of the city and county, provided that in no event shall such subvention to any borough in any one fiscal year either exceed the amount which such borough shall appropriate out of borough funds in that year for such municipal functions, or exceed the amount which the city and county shall raise in that year by city and county taxes for similar municipal purposes of the city and county upon the assessed valuation of taxable property within such borough. Such system of subventions may be modified from time to time by the board of supervisors by ordinance, but all ordinances providing for such a system shall apply generally to all boroughs.

Borough Bonded Indebtedness

SECTION 208. A borough may incur an indebtedness, exceeding in any year the income and revenue provided for such year, for the purposes of paying the cost of any borough improvement or acquisition within the power of the borough to make or acquire and may issue and sell borough bonds for such purposes, provided said indebtedness and bonds are authorized as herein provided by ordinance or resolution of the borough pledging the faith and credit of the borough therefor. Such ordinance or resolution shall be adopted and the proposition for the issue and sale of such bonds shall be submitted to a vote of the voters of the borough in substantially the same form and manner and according to the same procedure as is provided in this charter for the issue and sale of bonds by the city and county, or in the manner and form and according to the procedure provided in any general law of the State of California in force at the time governing the issue and sale of bonds by municipalities, so far as the same may be applicable.

No such debt shall be incurred and no such bonds shall be issued by any borough without the assent of two-thirds of the voters thereof voting thereon at an election to be held for that purpose, nor unless before or at the time of incurring said debt or issuing said bonds provision shall be made for the collection of an annual tax sufficient to pay the interest on such debt or bonds as it falls due and provision shall also be made to constitute a sinking fund for the payment of the principal thereof on or before maturity.

In no case shall borough bonds be issued for a term which shall exceed the estimated life of the work or improvement for the payment of which they are issued as certified by the council in the ordinance calling the bond election, nor for a term to exceed forty years.

No bond shall be issued on the faith and credit of the borough which will increase the bonded indebtedness thereof beyond five per cent of the assessed valuation of the property within the borough subject to direct taxation as shown by the last preceding assessed valuation.

The proceeds from the sale of borough bonds shall be applied exclusively to the purposes and objects to which the voters of

the borough have assented, until such purposes and objects have been accomplished, after which the surplus, if any, shall be transferred to the bond interest or redemption fund of the borough.

Borough bonds shall not constitute a debt or general obligation of the city and county.

Borough Special Assessments

SECTION 209. In the exercise of its power to provide for the payment of the cost of any public improvement in whole or in part by special assessment levied against the property benefited thereby, a borough acting through its council may establish local improvement districts and levy and collect special assessments and reassessments to pay the costs and expenses of such improvements, which expenses shall be made and assessments levied and collected in conformity with the procedure set forth in this charter for the city and county, or with the procedure set forth in any ordinance passed or adopted thereunder, or with the procedure set forth in any one or more of the general laws of the State of California in force at the time of the improvement relating to the doing of public work or the making of public improvements in municipalities or in counties, so far as the same may be applicable. The council may provide in accordance with the procedure set forth in said charter or said ordinance or general law or laws for the issuance, sale, payment and redemption of interest bearing bonds to represent or to be secured by such assessments or any reassessments remaining unpaid after a certain period, either singly or in the aggregate, and may provide that such assessments or reassessments may be paid in installments and be collected in the same manner in which city and county taxes are collected or otherwise, and for the sale of lands burdened by such assessments or reassessments and for the purchase of same on behalf of the borough in event of nonpayment, and may provide other alternative methods for such collection by foreclosure or otherwise. Such work or improvements are any permitted to be done by boroughs under this charter or by the city and county or by any such procedure, ordinance or general law.

Nothing contained herein shall prevent the board of supervisors from establishing similar local improvement districts where the same shall cover territory in two or more boroughs or parts

thereof, or cover territory lying partly within and partly without a borough, or from levying and collecting special assessments and reassessments to pay the cost and expenses of such local public improvements.

Borough Contracts and Official Advertising

SECTION 210. In the preparation of estimates, calling for bids, advertising, and awarding of contracts for supplies, materials, labor, official advertising, or for any public work, a borough shall be subject to the provisions of any ordinance as the board of supervisors shall provide to be applicable uniformly to all boroughs. Such ordinance shall follow as closely as practicable the provisions of this charter relating to such matters applicable to the city and county and shall charge borough officers with appropriate duties in the premises.

Contracts for the official advertising of a borough shall be let as this charter provides for the letting of contracts for official advertising of the city and county, provided that any such contract shall be let to a daily or weekly newspaper of general circulation established, printed, and published in the borough, if any such there be. If there be no such newspaper, then such contract shall be let to a daily or weekly newspaper of general circulation established, printed and published in the city and county.

Any newspaper of general circulation which for one year next prior to consolidation was established, printed and published in the territory consolidated with the city and county shall thereafter be deemed to have been so established, printed and published as a newspaper of general circulation for said period of one year within said city and county for all purposes of official publication or advertising.

The advertising of the delinquent borough tax list of the property within a borough shall be let by the board of supervisors to the lowest responsible bidder for publication in a newspaper of general circulation printed and published within such borough, if any such there be, and otherwise in such a newspaper printed and published in the city and county and such delinquent tax list shall be published in such newspaper at least once.

Interest in Borough Contracts

SECTION 211. No officer or employee of a borough shall be or become directly or indirectly interested in any contract of such borough. Any such officer or employee violating the provisions of this section shall forfeit his office or place of employment and be disqualified from being elected, appointed or employed in the service of such borough, or the city and county, or any other borough thereof, and such contract shall be void.

Borough Civil Service

SECTION 212. Whenever the voters of a borough shall approve an ordinance of the council providing for civil service for officers and employees of the borough, the council shall enter into an agreement with the civil service commission of the city and county for the administration of the civil service system of the borough, and it shall provide in the borough budget for the payment to the city and county of the costs of such services.

In any such ordinance it shall be provided that all borough officers and employees, not otherwise exempt as herein provided, shall be subject to the civil service provisions of this charter as far as they may be consistently applicable to such officers and employees. Such ordinance shall further provide that there shall be no exemption of any borough officers or employees from the borough civil service system except in the case of elective borough officers, appointees to any borough board or commission not required to give full-time service, and the borough manager, if any. Such ordinance may also provide that any borough officer or employee, who shall be subject to the borough civil service system and who has been continuously employed full-time for one year prior thereto by the borough or by the city automatically established as such borough, shall without any examination be deemed appointed within the civil service provisions of this charter to the position to which he may be assigned and entitled to all the benefits of said civil service provisions thereafter.

Borough Pensions

SECTION 213. Whenever the voters of a borough shall approve an ordinance of the council providing for retirement allowances and death benefits applicable to officers and employees of the borough, the council shall enter into an agreement with the retire-

ment board of the city and county for the administration of the borough retirement allowances and death benefits, and for contributions by the borough and the borough officers and employees to the retirement system of the city and county in like manner as is provided for such administration and contributions by the city and county and city and county officers and employees.

The right of borough officers and employees to participate in such a retirement system, the manner in which they may participate, and the benefits they may enjoy, shall be those provided by the retirement system for officers and employees of the city and county.

In any such borough ordinance it may be provided that any officer or employee participating in its benefits shall receive credit for his prior continuous full-time service to the borough and/or to the city automatically established as such borough, and all liabilities accruing under such system because of such prior service shall be met by the borough.

Borough Elections

SECTION 214. The primary and general elections of a borough shall be held at the time provided in this charter for municipal primary and general elections of the city and county. Except as otherwise provided in this charter, the council by ordinance shall call any special borough election and notice of such special election shall be given by proclamation issued by the president of the council and posted and published as the council may direct for the period of at least thirty days next preceding the date of such election. Any borough election shall be conducted and canvassed in the same manner as an election of the city and county, but the cost of any special election shall be borne by the borough. A borough special election may be called to be held on any day appointed for any primary or general election of the city and county.

Borough Initiative, Referendum and Recall

SECTION 215. The voters of a borough may invoke the initiative provisions of this charter to apply to any borough ordinance, and they may also invoke the referendum provisions of this charter to apply to any ordinance, act or measure of a borough council. The council may submit any ordinance it is empowered to pass

to a vote of the borough voters. The voters of a borough may invoke the recall provisions of this charter to apply to any elective borough officer. It shall be the duty of the board of supervisors, by ordinance uniformly applicable to all boroughs, to make the provisions of this section effective.

Interchange of Services

SECTION 216. Any department, officer, or employee of a borough may be permitted to perform services for any department or office of the city and county, and may be compensated for such services by the city and county, provided approval thereof is first obtained from the proper borough authority.

Borough Continuation of Employees, Contracts, and Ordinances

SECTION 217. Except as otherwise provided, any employee of a city consolidated with the city and county, who shall be in the employ of any department or office of such city, the power over which shall be conferred upon a borough automatically established as successor to any such city, shall continue in the position to which he may be assigned in the employ of the borough until the end of his term or if without a term until removed by the authority to whom power of removal is committed.

All contracts for materials, supplies and labor, and all public works, special assessments or similar proceedings entered into or undertaken by a city consolidated with the city and county in force or in course of performance when consolidation becomes effective, shall be continued and perfected by the borough automatically succeeding any such city, provided the borough shall have jurisdiction in the matter for which such contracts were entered into or over such public works, special assessment or similar proceedings, and otherwise by the city and county.

All ordinances of a city consolidated with the city and county which are not inconsistent with the provisions of this charter or with any ordinance of the city and county shall, until repealed or amended by borough ordinances, be continued in force as ordinances of the borough automatically succeeding such city.

General Legislation for Boroughs

SECTION 218. The board of supervisors shall have general power to enact all legislation necessary to permit boroughs to

MISCELLANEOUS

Per Diem and Mileage

SECTION 219. Except in the discharge of routine duties, traveling and payment of expenses therefor shall be authorized only by ordinance; provided, that allowances therefor shall not exceed cost of transportation, including Pullman charges, if any, and a reasonable amount per diem for necessary expenses, which per diem shall be fixed annually by ordinance and shall be applicable to all officers and employees.

8.410

Cited in *Powell v. San Francisco* (1944) 62 Cal. App. (2d) 291, 144 Pac. (2d) 617.

Office Hours

SECTION 220. Except where otherwise provided by law, all public offices shall be open for business every day, except legal holidays, from eight-thirty o'clock A.M., until five o'clock P.M. The supervisors by ordinance may provide that any office shall be kept open for a longer time, when necessary for the accommodation of the public, and may also provide by ordinance that any office shall be closed on Saturday of each week during all or any part of the year. [Amended, 1951]

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Civil Service Exemptions

SECTION 221. References throughout this charter to the exclusion or the exemption from the civil service provisions of this charter shall be construed to mean, exclusive of those civil service provisions that relate to examination, appointment and removal.

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(e)

Prohibited Practices of Officers and Employees

SECTION 222. No member of any board or commission shall accept any employment relating to the business or the affairs of any person, firm or corporation which are subject to regulation by the board or commission of which he is a member. No supervisor and no officer or employee of the city and county, shall be or become, directly or indirectly, interested in, or in the performance of, any contract, work, or business, or in the sale of any article, the expense, price or consideration of which is payable from the treasury; or in the purchase or lease of any real estate

8.105

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exercise their powers or perform their duties under any provisions of this charter and not otherwise provided for herein. Such legislation shall be consistent with the provisions of this charter relating to the city and county or to boroughs and shall be uniform for all boroughs.

or other property belonging to, or taken by, the city and county, or which shall be sold for taxes and assessments, or by virtue of legal process at the suit of the city and county; nor shall any person in this section designated during the time for which he was elected or appointed, acquire an interest in any contract with, or work done for, the city and county, or any department or officer thereof, or in any franchise, right or privilege granted by the city and county, unless the same shall be devolved upon him by law; nor shall any person mentioned in this section give or promise any money or other valuable thing, or any portion of his compensation, in consideration of his nomination, appointment, or election to any city and county office or employment; or accept any donation or gratuity in money or other valuable thing, either directly or indirectly, from any subordinate or employee or from any candidate or applicant for a position as employee or subordinate under him.

8.105 (c)-(d) No supervisor and no officer or employee of the city and county shall engage in any activity, employment or business or professional work or enterprise which is inconsistent, incompatible, or in conflict with his duties as a supervisor or officer or employee of the city and county or with the duties, functions and responsibilities of his appointing power, or the department, office or agency by which he is employed, or the board or commission of which he is a member.

The civil service commission with respect to officers and employees whose positions are subject to the civil service provisions of the charter other than officers and members of the fire and police departments, the fire commission with respect to officers and members of the fire department and the police commission with respect to officers and members of the police department, are each empowered to prescribe and enforce such reasonable rules and regulations as each commission deems necessary to effectuate the purposes and intent of this section. Such rules and regulations may provide for restrictions against activities, employments and enterprises other than those described or mentioned herein when such restrictions are found necessary for the preservation of the honor or efficiency of the city and county civil service or for the protection of the best interests of the city and county service in any respect.

Violation of any of the provisions of this section shall constitute official misconduct or cause for dismissal and shall subject the violator to the proceedings and penalties provided therefor in the charter. [Amended, 1957]

Participation in Contracts — Remote Interests

SECTION 222.1. A supervisor, officer or employee shall not be deemed interested in or in the performance of any contract, work, business, or the sale of any article, the expense, price or consideration of which is payable from the treasury, within the meaning of section 222, unless such contract, work, business or sale is awarded, entered into, or authorized by him in his capacity as supervisor, officer or employee, or by an officer or employee under his supervision and control, or by a board or commission of which he is a member.

A supervisor or officer of the city and county shall not be deemed interested in any such contract, work, business or sale awarded, entered into or authorized by a board or commission of which he is a member if he has only a remote interest therein and the fact of such interest is disclosed to the board or commission of which he is a member and noted in its official records and the board or commission authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the supervisor, officer or member with the remote interest, unless the contract must be awarded to the highest or lowest responsible bidder as the case may be on a particular day and the vote of such supervisor, officer or member is necessary to a quorum on that day.

As used in this section "remote interest" means:

- (1) The ownership of less than five per cent of the shares of a corporation for profit;
- (2) That of a nonsalaried officer of a nonprofit corporation;
- (3) That of an officer in being reimbursed for his actual and necessary expenses incurred in the performance of official duty;
- (4) That of an employee of the contracting party having ten or more other employees; provided, that the supervisor or officer was an employee of said contracting party for at least three years prior to his initially accepting such office;

(5) That of a parent in the earnings of his minor child for personal services;

(6) That of a landlord or tenant of the contracting party;

(7) That of an attorney of the contracting party; or

(8) Except as to supervisors, such other interest or relationship other than those set forth in (1) to (7) above as may hereafter be designated by a vote of two thirds of the members of the board of supervisors.

All contracts, work, business or sales herein mentioned heretofore awarded, entered into or authorized by any board or commission of the City and County of San Francisco in which a supervisor, officer or member had a remote interest as hereinabove defined are hereby ratified and confirmed.

8.105
(e)-(v) The provisions of this section shall not be applicable to any supervisor, officer or employee who influences or attempts to influence the award, execution or authorization of any contract, work, business or sale, the expense, price or consideration of which is payable from the treasury, in which he has a direct or indirect interest. [New section, 1960]

Penalty for Official Misconduct

8.106 SECTION 223. Any person found guilty of official misconduct shall forfeit his office, and shall be forever after debarred and disqualified from being elected, appointed or employed in the service of the city and county.

Publication

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(g) SECTION 224. Whenever advertising or publication is required by the provisions of this charter, it shall mean one publication in the official newspaper of the city and county, unless a greater number of publications is specifically required; provided that notices inviting bids shall be published for at least three consecutive days, except as provided in section 95 of this charter.

Headings and Captions

10.101 SECTION 225. Headings and captions used in this charter, whether the same occur between sections or immediately preceding section numbers, are hereby declared to be for no other purpose than the convenient indication of the general subject

10.101 matter of the provisions which follow, and they shall not be considered or construed in connection with the text of this charter in any way so as to alter or modify the meaning or intent of the provisions of this charter, as such meaning or intent would be determined if such headings and captions were not used.

Constitutionality

10.102 SECTION 226. If any section, subsection, or subdivision, sentence, clause or phrase of this charter is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portion or portions of this charter. The people of the City and County of San Francisco hereby declare that they would have ratified and adopted, and the Legislature hereby declares that it would have approved, this charter, and each section, subsection or subdivision, sentence, clause and phrase hereof as the charter of the City and County of San Francisco, irrespective of the fact that any one or more other sections, subsections or subdivisions, sentences, clauses or phrases be declared unconstitutional.

CHARTER RATIFICATION AND EFFECTIVE DATE

Schedule Effective Date of Charter

This charter shall take effect at ~~twelve o'clock noon on the 9th day of January, 1932, except as otherwise specifically provided in this charter; provided, however, that offices which, under the charter superseded by this charter, shall have been filled by vote of the electors of the city and county, and which, by this charter, are made appointive offices shall not be filled by vote of the electors at the general municipal election of 1931.~~ Upon its approval by the Legislature of the State of California, this charter shall take effect as herein provided and shall supersede the charter of the said city and county in force at the time immediately preceding such approval.

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